ANJU

CONTACT

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Jalandhar, India 144001

EDUCATION AND TRAINING

06/2020

Master of Science in Information Technology - Information Technology

Lyallpur Khalsa College Jalandhar

06/2018

Bachelor of Computer Application - Computer Applications Development

Lyallpur Khalsa College Jalandhar

06/2015

High School Diploma

Govt. Girls Sr. Sec. School Nehru Garden
Jalandhar

LANGUAGES

Hindi: First Language

Hindi: B1

Intermediate (B1)

English: B1

Intermediate (B1)

Punjabi: B1

SUMMARY

Detail-oriented admissions professional with a strong foundation in data entry and web development. Proven ability to streamline processes and enhance efficiency in admissions processing.

SKILLS

- Admissions processing
- HTML and CSS basics
- JavaScript basics
- Data entry
- Computer skills
- React.js basics
- Node.js platform

EXPERIENCE

Admission officer
Jain Overseas Services Pvt Ltd | Jalandhar, India

12/2021 - 08/2024

Facebook Handling
Hope Immigration | Jalandhar, India

08/2021 - 10/2021

Sales Executive and handling tally(Enter data and Touch Automation | Jalandhar, India

09/2020 - 11/2020

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