

ANJU



CONTACT

anjuibps1@gmail.com
8528621945
Jalandhar, India 144001

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.

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

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

LANGUAGES

Hindi: First Language

Hindi:	B1
Intermediate (B1)	
English:	B1
Intermediate (B1)	
Punjabi:	B1
Intermediate (B1)	

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