

ANJU



CONTACT

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*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

<b>Hindi:</b>	B1
Intermediate (B1)	
<b>English:</b>	B1
Intermediate (B1)	
<b>Punjabi:</b>	B1
Intermediate (B1)	

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