

ANKITA KUMARI

Email: kumariankita14364@gmail.com, Contact No. **7079724956**

CAREER OBJECTIVE:

I want a challenging career, challenging work environment, and exciting opportunities for career growth. I aspire to work & derive job satisfaction in contributing to them. I seek to fulfill this goal by being a part of your esteemed organization and to pursue a career, which is both rewarding & intellectually satisfying in the field.

Professional Synopsis :

- I have been working in Tech Mahindra Limited as Customer service executive since 2022
- 1 Year Experience as TALLY EXECUTIVE in DEVAN ENTERPRISES. (Jamshedpur)

Professional & Technical skills :

- OPERATING SYSTEM : M.S Dos,
- Windows BACKEND : MS- ACCESS, MS EXCEL, MS POWERPOINT, MS WORD
- MS PUBLISHER LANGUAGES : BASIC ACCOUNTING : TALLY ERP 9.0

Academic Credentials:

- **B.com** with KOLHAN UNIVERSITY from A.B.M COLLEGE
with 72.50 % in 2020.
- **Intermediate** with science stream and with JAC BOARD, from GRADUATE COLLEGE,
JAMSHEDPUR With 60.00% in 2017.

- **Matriculation** with JAC BOARD from INCAB KERALA PUBLIC SCHOOL with 66.00% in 2015.

Personal Details:

- Date of Birth : 30th-oct-1999
- Marital Status : Unmarried,
- Sex : Female
- Religion : Hindu
- Nationality : Indian

Contact Address:

QR.NO – L4/37R, OLD CABLE TOWN, NEAR BIRLA MANDIR, TINPLATE CHOWK,
GOLMURI, JAMSHEDPUR-3, E-SINGHBHUM, JHARKHAND – PIN-831003

Date:
Place: Jamshedpur

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