

CURRICULUM VITAE

ANJALI KUMARI

C -60/2, Sanjay colony Okhla Phase -2
New Delhi - 110020

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CAREER OBJECTIVE

- To get an opportunity where I can make the best of my potential and contribute to the organization's growth.
 - Seeking a position in a company where I can launch my career and build a valuable skill set.
 - Create value for my prospective employer through my dedicated and diligent efforts.
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EDUCATIONAL QUALIFICATION

Sr.No.	Course	Board/University
1.	10 th	BSEB Board
2.	12 th	UP Board
3.	B.COM	DU university, New Delhi

TECHNICAL QUALIFICATION

- Expert in basic use of computer.
 - Net surfing and Gmail use properly.
 - Typing English and Hindi both.
 - Excel, V-Lookup, H-Lookup.
 - Tally ERP.9
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WORKING EXPERIENCE

- Worked with **SOFYANA (Kids & Women's Clothing)** as a **Online Marketing Manager** from 2018 to 2022.

- Online checking of listed Products and uploaded in Amazon, Amazon Seller Flex, Vendor Central, FlipKart, Snapdeal, Meesho, Mirraw, Ajio and Limeroad
- Inventory Management
- Online Payment follow-ups
- Order Processing and follow-ups
- Checking Label Printing
- Handling and resolving all queries and issues of customers.

■ **Amolik residency Iip. (Real estate)**

- 6 month experience and currently working as CRM Executive in Amolik Residency LLP. Faridabad
- Receptionist (All the customer Queries resolve, E-mail, maintain excel,)
- CRM (BBA, customer relationship, TPA, Demand latter, sale deed, possession letter, bookings, bank coordination, documentation.

PERSONAL DETAILS

Gender	:	Female
Date of Birth	:	5 th June, 1996
Nationality	:	Indian
Religion	:	Hindu
Marital Status	:	Unmarried
Father's Name	:	Mr. Mohan lal
Languages Known	:	English, Hindi
Hobbies	:	Travelling, listening Music, photograph.

DECLARATION

I hereby declare that all the information is mentioned is true and correct to the best of my knowledge and belief.

Place: New Delhi

Date:

(ANJALI KUMARI)