

CURRICULUM-VITAE

Anita Robinson Anthony

S.No.39, Prasad Nagar,
Wadgaon Sheri,
Pune 411 014.

Mobile Number-8788328348

ANITA ANTHONY

Career Objectives	: To Carve a high flying career
Strengths	: Total dedication towards the job with an attitude to carve out o successful future for the organization as well as myself in long run. Sincerity, Discipline and Practical outlook in life are some of my aspects.
Education	:Higher Secondary School Certificate Examination in 1999 from St. Mira's College, Pune. : Secondary School Certificate Examination in 1997 from St. Andrews High School, Pune.
Additional Qualification	: English Typing 30 W.P.M.
Certificate Course	: Personality Development
Computer Knowledge:	
Operating Systems Known	: MS-Dos, Windows-, Ms-Office, Internet Browsing
Database Systems Known	: Ms-Access
Packages Known	: Word Star, Lotus, Ms-Word, Ms-Excel, Ms-Power Point, Tally

Working Experience:

Organisation	Period	Year	Designation
Kalyani Sharp (I) Ltd.;	6 Months	May-1999 to Oct-1999	Operator
Lakhotiya Computer Center	14 Months	Nov-1999 to Dec-2000	Counselor/Faculty
Trafo Filter Services	7 Years	Jan-2001 to Feb-2007	Admin Officer
Oriental Rubber Industries Ltd.;	8 Months	March 07 to Nov 2007	Receptionist
Surya Enterprises	4 Years	May 2012 to June 2016	Admin Officer
Credence Resource Management	2 years	August 2016-May-2018	AR

JOBS INVOLVES:

- Supervision of Office
- Allocating work between office staff
- Handling EPBX
- Knowledge of Correspondence Letters Filing the same
- Preparing the Bills & Quotation for the clients
- Preparing Cash Vouchers, Bank Vouchers, Journal Vouchers
- Conducting Interview on behalf of the companies
- Maintaining Muster & Leave Register
- Following for payments & planning of jobs

Extra Curricular Activities:

- **Awarded as best RSP Commander for the year 1996.**
- **Various Certificates in Sports.**
- **Various Certificates in Dancing & Singing Competition**
- **Selected as a Sports Girl for District Level.**
- **Best Speech Award in the year 1997 from Junior Chambers**
- **President of Rotary Club in the year 1996**
- **Conducting extra classes for Spoken English.**

Personal Details:

Name : Anita Robinson Anthony

Address : S.No.39, Prasad Nagar, Wadgaon Sheri,
Pune 411 014.

Mobile : +91-8788328348

Date of Birth : 22.10.1978

Marital Status : Married

Hobbies : Travelling/ Cooking, Music etc.

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