

RESUME

Anita A Sargiya

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Career Objective

A responsible and challenging position that will allow me to explore my abilities, skills and sense of dedication towards my duties with a sole aim of contributing towards the progress of the organization.

Educational Qualifications

- Bachelor of Commerce (B-COM) from Dr .Ambedker College in Nagpur University.

Academic Details

Course	Board / University	Year of Passing	Class
B. COM	Nagpur University	2008	II
H.S.C.	Nagpur University	2005	II
S.S.C.	Nagpur University	2003	II

Certificates

Course	Institute	Year of Passing
ADSAP	Manish System in Nagpur	2008
Tally 9.1	Manish System in Nagpur	2006
MS-CIT	Manish System in Nagpur	2005

IT Skills

Operating System	<ul style="list-style-type: none">Windows XPWindows 7Windows 8
System Software	<ul style="list-style-type: none">MS Office 2003, 2007, 2010Tally 7.2

Professional Experience

1. Previous Work Experience

Company	Axis Bank (Consultant Datamatics)
Position	Associate
Description	<p>I am working in Axis Bank Airoli and my responsibilities are:</p> <ul style="list-style-type: none">Solving the queries of customer thought phone and emailsBranch Coordination answer incoming calls and follow-up with branchPrepare call logs of incoming calls and email.Provide relevant information to all queries of branch relate with system.Coordinate end to end and resolve branch queries.Keeping all records and repair MIS daily basis and share with boss.
Duration	Aug 2014 to 30 July 2016

2. Previous Work Experience

Company	Sharekhan Ltd.
Position	Office Assistance
Description	<ul style="list-style-type: none">• Maintain office filing and storage systems.• Keep filing/document management system for electronic and paper documents organized.• Monitor and order office supplies.• Distribute/file all incoming mail.• General reception duties. Return calls as appropriate, usually per request.• Process incoming checks; create daily ledger of deposits.• Prepare thank-you letters (new members, memorials, etc.)• Typing, correspondence, faxes, and filing.
Duration	1 st May 2013 to 31 July 2014

4 . Previous Work Experience

Company	Spectrum Services Pvt Ltd
Position	Office Assistance
Description	<ul style="list-style-type: none">• Maintain office filing and storage systems.• Keep filing/document management system for electronic and paper documents organized.• Monitor and order office supplies.• Distribute/file all incoming mail.• General reception duties. Return calls as appropriate, usually per request.• Process incoming checks; create daily ledger of deposits.• Prepare thank-you letters (new members, memorials, etc.)• Typing, correspondence, faxes, and filing.
Duration	1 st May 2008 to 31 st March 2010

Interests and Activities:

Computer, Listening Music.

Strength:

- Quick Learner
- Hard Working

Personal Details

Name	:	Anita Amol Sargiya
Nationality	:	Indian
Date of Birth	:	26 st January 1986
Language Know	:	Hindi, English, Marathi.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Anita A Sargiya