

ANMOL

H.no 44 Manjit nagar, Basti guzan , Jalandhar
9877792778 | anmolsikhminia5422@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- RAJCO SPORTS** 12/22 - 05/24
OPERATIONAL STAFF
Knowledgeable and Courteous operational staff with nearly one and half years of experience. Skilled at maintaining efficiency, greeting guests, answering multi-line phone systems, and maintaining office equipment. Learns new software quickly, with expertise in Microsoft office . Support Manager with quick documentation .

Education

- Darshan Academy , Jalandhar** 2018
PRIMARY & SECONDARY SCHOOL
70%
- HMV Collegiate. Sr. Src. School** 2020
HIGHER SECONDARY SCHOOL
73.3%
- DAV College** 2023
BACHELOR OF COMMERCE
70%

Skills

- Data Entry
- Decision-Making
- Documentation & Recordkeeping
- Good communication skills
- Tech savvy
- Tally erp 9

Achievements & Awards

- Apart from my work experience , i was also flexible at my school era where i honoured by many schools in the field of Dance, Art, Sports, Quiz, Olympiad and other Co- curricular Activities.

Interests

- Mainly i preferred to be keen in learning new things . I am always in spirit to expand knowledge as long as i can.