ANJALI MANCHANDA

349 SITE-1, VIKAS PURI

NEW DELHI-110018

EMAIL ID - anjalimanchanda246@yahoo.com

 **CAREER OBJECTIVE**

To work in reputed and growing company where my knowledge and skills enhance and

to focused on promoting Company growth by providing better worth and services.

**QUALIFICATION**

1. Master of Business Administration in finance (Distance learning) in 2018 from Amity University.
2. Bachelor of Business Administration in 2012 from Guru Gobind Singh Indraprastha University.
3. 12th from Central Board of Secondary Education in 2009.
4. 10th from Central Board of Secondary Education in 2007.

**SKILLS**

1. Knowledge of basic Computer Applications- MS Word, MS Excel, MS PowerPoint, Internet.
2. Typing Speed of 45-50 WPM.
3. Knowledge of Tally ERP 9.

 **PROFESSIONAL EXPERIENCE**

1. Working as DEO on contract basis in Boudhik Sampada Bhawan (Intellectual Property India) Dwarka Sector 14, New Delhi 110078 from October 2021 till now.
2. Worked as DEO (Data Entry Operator) on Contract basis in Delhi State Cancer Institute, Dilshad Garden, Delhi, for eight months (from August 2018 to March 2019) as outsource staff through ICSIL (Intelligent Communication Systems India LTD).

 **PERSONAL DETAILS**

Name-Anjali Manchanda

Father name- Vijay Kumar

Date of birth-25 October, 1991.

Marital status-Unmarried.

Contact No-8076594039