

ANJALI SHUKLA

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CAREER OBJECTIVE: To develop a bright career that provides opportunities to accept challenges, enhance professional skills, knowledge and apply same to strive towards fulfilling the responsibility assigned to me. I believe that I am organized, efficient and hardworking person. Keen to obtain new skills and training and have a flexible approach to all work situations.

EDUCATION QUALIFICATION:

DEGREE/EXAMINATION	INSTITUTE	YEAR OF PASSING	MARKS/PERCENTAGE
B.COM (Hons.)	Umeschandra College (Calcutta University)	2021	84%
HIGHER SCHOOL EXAMINATION	Balika Siksha Sadan	2018	72%
SECONDARY SCHOOL EXAMINATION	Balika Siksha Sadan	2016	60%

ACHIEVEMENTS AND EXTRA CURRICULAR ACTIVITIES:

- Received Best teaching Certificate in Teaching Competition from ICA (Institute Of Computer Accounting).
- Participated in various drawing competition.
- Participated in sports-running in school.

SKILLS:-

Computer skills:

Knowledge of basic computer operations like MS Office.

Personal Qualities/skills:

Communicative, Punctuality, Creativity, Organized.

LANGUAGES KNOWN:

English and Hindi

SOFTWARE SKILL:

Microsoft Word, Microsoft Excel and Microsoft Power-point.

HOBBIES:

- Baking
- Cocking
- Dancing
- Badminton
- Listening Music

PERSONAL DETAILS:

Date of Birth: 29th September 1999

Father's Name: Amarnath Shukla

Address: 32,Surendranath Banerjee Road, Kolkata - 700013