

RESUME

K.ANJALIRAO

AT-Get

Bazar,LaxmiNagar,Berhampur POST-Berhampur

DIST-Ganjam STATE-

Odisha

PIN-760001

MOB-8637208896

CARRIER OBJECT:

To serve for excellence and to work hard for an organization where I can apply my credentials efficiently in achieving the goals and vision of the organization, besides endeavor to learn and enhancing knowledge and skills as an individual.

ACADEMIC RECORD:

- I have completed Matriculation from Ganjam girl's high school in 2017 with 55%.
- I have completed +2 from Chatrapur science college in 2019 with 55%.
- I am completely degree education in Chatrapur science college 2022. 60%

STREAM

- ARTS

STRENGTHS

Good communication, positive attitude, achiever, good leadership quality and result oriented.

COMPUTER KNOWLEDGE:

I have completed PGDCA.

PERSONAL SKILL

- Good communication skill
- Dedication and hardworking

WORK EXPERIENCE

ASTHAVINAYAK TATA MOTORS PVT LTD.

Sale customer care Executive

(Period Sep 01/09/2021 to 31/6/2024)

EXPERIENCE:- 4 YEARS

- Data entry ,Quotation ,psf calling ,samartha ,fleet edge activation ,HSRP
- Doing all work in excel and Word software of TATA MOTORS.

PERSONAL DETAILS

NAME: - K.ANJALIRAO
HUSBAND NAME: - G. UMA SANKAR RAO
SEX :- FEMALE
NATIONALITY :- INDIAN
RELIGION : - HINDU
DOB:- 05.05.2003
Marital Status:- Unmarried

LANGUAGE KNOWN: - ODIA,HINDI,ENGLISH

EMAIL ID :- kanjalirao552003@gmail.com

EXTRA CURRICULAR ACTIVITIES

Interest in Travel, Book Reding Listening Music

SELF DECLARATION

Idoherebydeclare that theabovementioned informationistruetothe best ofmy knowledge and belief.

DATE:-

PLACE:-Get Bazar ,LaxmiNagar,Berhampur

Signature of candidate

K.Anjali rao