



ANITA KUMARI

WORK EXPERIENCE

- WORKED AS A CASHIER WITH MSG PVT LTD COMPANY SIRSA, HARYANA, INDIA FROM 2023 TO 2024
- WORKED AS A OFFICE ASSISTANT WITH SHAH SATNAM JI GIRLS COLLEGE, SIRSA, HARYANA, INDIA FROM MARCH 2020 TO 2022
- WORKED AS A RECEPTIONIST WITH KAPSONS INDUSTRIES JALANDHAR, PUNJAB, INDIA FROM JUNE 2018 TO MARCH 2020
- WORKED AS A TEAM LEADER WITH VSA INDIA PVT LTD JALANDHAR, PUNJAB, INDIA FROM 2017 TO MAY 2018
- WORKED AS A DATA ENTRY OPERATOR WITH VSA INDIA PVT LTD JALANDHAR, PUNJAB, INDIA FROM JAN. 2014 TO 2016
- WORKED AS A CUSTOMER CARE EXECUTIVE WITH FIRST SOURCE SOLUTIONS PVT LTD JALANDHAR, PUNJAB, INDIA FROM NOV. 2011 TO DEC. 2013

DUTIES AND RESPONSIBILITIES

Handle cash, credit, or check transactions with customers. Handling incoming calls and other communications. Managing filing system. Recording information as needed. Greeting clients and visitors as needed. Updating paperwork, maintaining documents, and word processing. Helping organize and maintain office common areas. Maintaining office equipment as needed. Creating, maintaining, and entering information into databases. Maintaining the reception area. Answer and forward phone calls. Sorting and distributing post. Prepared detailed reports summarizing completed projects, including analysis of successes and challenges faced by the group. Organized and scheduled team meetings, conference calls and videoconferences. Conducted regular performance reviews with individual team members to assess progress towards goals.

EDUCATION

MBA (Masters of Business Administration)

Punjab Technical University, India in 2010

BCA (Bachelor of Computer Applications)

Punjab Technical University, India in 2008.

PROFILE

I am self-motivated, hardworking and very determined individual who thrives in challenging environment from the extensive work experience gained from my prior degree course, I feel that it has builds a strong foundation towards the work environment. I am looking for option, which allows me to build a bright & Strong future with excellent knowledge of profession.

CONTACT INFORMATION

Ph. no: - +971553725478
Email- ainsan76@gmail.com
Dubai (U.A.E)
Visa Status: Employment

PERSONAL DATA

Date of Birth: - 02-02-1989
Father's Name: - Mr. Sumer Singh
Gender: - Female
Nationality: - Indian
Marital Status: - Unmarried
Passport No: T4090223
Date of Expiry: 14-Mar-2029

SKILLS

Professionalism
Respect for Individuals
Dedication towards work
Team Leader Quality
Hard Working
Presentable personality
Punctuality

LANGUAGES

English, Hindi, Punjabi