

RESUME

PERSONAL PROFILE :

Name : Anjali Dinesh Chourasiya
Date of Birth : 13th June, 1998
Address : "At-post jasai"
Tal-Uran,
Dist-Raigad
Uran 400 702.
Phone No. : 8850479401
E-mail address : anjalichourasiya1313@gmail.com
Gender : Female
Marital Status : Unmarried.
Languages Known : Marathi, Hindi, English

Educational Qualification :

Examination	Year of Passing	University / Board	Percentage obtained
SSC	March 2014	Maharashtra State Board, Nashik Division	69.00%
HSC	March 2016	Maharashtra State Board, Nashik Division	75.54%
ITI (COPA)	July 2019	Mumbai	77.17
T.Y. Bcom	March 2022	Nashik	Appear

TECHNICAL QUALIFICATIONS:

- ❖ Completed I.T.I.(Computer Operator & Programming Assistant /Ad- Course in IT Literacy) from Government I.T.I.Panvel Mumbai Board PASS in 2018-2019 - 77.17%

COMPUTER KNOWLEDGE :

I) Basic Knowledge in SAP (SD(Sales & Distribution)/ MM(Material Management) Module)

II) Working Experience MS-Office - word, excel, power

III) Experience in usage of Computers, Internet, Intranet, Scanners, and Printers Fax.

➤ Maintenance of office files, Sales orders files, Register Entries.

➤ One year Experience using SAP in Marketing Department

ORGANIZATION EXPERIENCE :

COPA APPRENTICE of one year from March 2021 to March 2022 Training in **BHARAT ELECTRONICS LIMITED** (Govt. of India Enterprises) L-1, M.I.D.C Industrial Area, Taloja, Navi Mumbai - 410 208, Dist Raigad (Maharashtra) is under progress/completed.

Designation - APP - PASAA (Programming And System Administration Assistant)

1 Year working in **MKT (Marketing) Department.**

Yours faithfully

(ANJALI DINESH CHOURASIYA)