

## ANJUM HAYAT

### CONTACT ME

8960431252

Anjum. Hayat9696@yahoo.com

### CURRENT ADDRESS

Z-45 B Noida-12

### SKILLS

Advance Excel



CRM



CBS



# ANJUM HAYAT

## Junior Accountant

Administered quality and carried out performance evaluations and ensured completion of daily assigned work like financial report, financial data account record.

### WORK EXPERIENCE

#### Trend setter Intl

20/07/2019	JR. Accountant
05/12/2020	Cash verification

#### Sunny International Ltd

05/02/2018	Process general entry
10/07/2019	Handling tally Erp 9

#### Creative LIPI

05/11/2016	Project delivery executive
30/11/2017	Tie up with India mart plan and implement continuous improvements of all services delivery process
	Coordinate with other cross management group and team. Manage service quality.

## TRAINING AND PROJECT

8 June - 25 July 2015

Canara Bank, Lanka Varanasi  
Retail Lending of canara bank

## EDUCATION

- 2016 MBA from United Institute of management naini allahabad
- 2013 Sunbeam college for women, Bhagwanpur Lanka varanasi
- 2008 Dayawati Modi academy Ramnagar, varanasi  
intermediate

## PERSONAL INFO

**Permanent Address** 2/270 Machharatta Ramnagar Varanasi, UP

**Father's Name** MD. Mobin

**Date Of Birth** 07 April 1993

**Marital Status** Unmarried