

# CURRICULAM VITAE

## Anchal Chaube

Room no A1, Nr Mahalaxmi  
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|            |                         |
|------------|-------------------------|
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## **Career Objective:**

To entry level position to began my career in high level professional environment.

## **📖 Educational Summary:**

| Course   | Passing Year | Grades | University / Board |
|----------|--------------|--------|--------------------|
| T.Y.BCOM | 2021         | 2nd    | Mumbai University  |
| H.S.C    | 2018         | 1st    | Maharashtra Board  |
| S.S.C    | 2016         | 1st    | Maharashtra Board  |

## **Employment History:**

### **Samkuone Payment Pvt**

**Duration:** 13 Jan 2020 to 4 Feb 2021

**Designation:** Assistant Operation

**Functional area:** Operation

### **Job description: -**

- Responsible to handle all operational duty handling transaction of organization
- Responsible for Co-ordinating with sales team
- Responsible for Managing data sheet, Bank transaction and reconciliation.

### **Prk Job Solution**

**Duration:** 25th feb 2020 to till date

**Designation:** Human Resource Executive

**Functional area:** Human Resource

### **Job description: -**

- Responsible to hiring for bfsi company

- Responsible for relationship management and work closely with client
- Responsible for screen candidates by reviewing resume and job application and performing phone screenings
- Responsible for meet goals by filling open position with talented and qualified candidates

#### **Principle Strength Includes:**

- Multiple tasking
- Analytic skill
- Leadership skill
- Effective communication
- Punctuality

#### **Technology Skills:**

- Conversant with MS Office
- Basic computer knowledge

#### **Communication skills :**

- Good communication skill.

#### **Personal Profile:**

**Father's Name :** Shashibhushan chaube

**Mother's Name :** Kiran chaube

**Date of Birth :** 05/06/2001

**Gender :** female

**Hobbies and interests :** Travelling, watching movie, listening music

**Languages known :** Hindi, English, Marathi

**Marital status :** Unmarried

**Nationality :** Indian

**Declaration:**

I hereby declare that the above cited information is true to the best of my knowledge and belief, if given a chance, I can prove myself.

Aanchal chaube

Place: Mumbai, India