

ANITA PANDEY

Mobile: 9643880862 / 8130136493

E-mail : anitapandey80@gmail.com

Objective

To work for a dynamic organization that offers opportunity for professional as well as personal growth.

Experience

Worked with **Prabhat Jain & Company (CA Firm)**, Paharganj, New Delhi from 2003 to 2006.

Worked with **Gian P. Mathur & Associates Pvt. Ltd., (Architect)** East of Kailash, New Delhi as an Office Assistant from 2006 to 2011.

Worked with **DPMI (Delhi Paramedical Management Institute)**, New Ashok Nagar near Ashok Nagar Metro Station as an **Office Coordinator** From **18/07/2011 to 31/01/2014**.

Worked with **SIMS (State Institute Management Studies)**, Ashok Nagar near Ashok Nagar Metro Station as an **Administrator** From **14/07/2016 to 31/12/2020**.

Educational & Technical Qualifications :-

- Graduate [Arts] from Delhi University
- MBA (Hospitality Management) from Vinayaka University. - One Year Diploma in Computer Information Technology from MCC. - One Year Diploma in Typing from MCC.
- Six Months Shorthand Course.

Personal Details :-

- Husband Name : Mr. Harish Chand Pandey
- Date of Birth : 27th March 1980
- Address : C - 53, Shashi Garden, Street No. 1
Mayur Vihar, Phase - I, Delhi - 110091
- Marital Status : Married

Date: _____

Place: New Delhi

ANITA PANDEY