

## **CURRICULUM VITAE**

NAME : ANCHAL SURANA  
ADDRESS : Flat No. 11, Shree Ram Apartment, Darshan Park, Ambedkar Chowk, Aundh,  
Pune, Maharashtra  
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### **OBJECTIVES:**

To secure a responsible career opportunity, where I can fully utilize my training, technical and management skills, while making a significant contribution to the success of my organization.

### **ACADEMIC BACKGROUND:**

CLASS	BOARD/UNIVERSITY	YEAR OF PASSING	STREAM
PGDM	NMIMS	Pursuing	
B.COM	DAVV	2014	MARKETING
INTERMEDIATE	M.P. BOARD	2011	MATHS COMMERCE
MATRICULATION	M.P. BOARD	2009	

### **COMPUTER COMPETENCE:**

- Microsoft Office
- Mail Management- Microsoft Outlook/Outlook Express
- Windows 98 to 10.1
- Surfing Internet

### **WORK EXPERIENCE:**

- July, 2014 to April, 2016: -  
Worked with Youthens News, Indore  
Article Writer for a web based programme.
- August, 2013 to October, 2014:-  
Worked with Easy Learning Classes, Indore  
Counsellor cum Admin.

### **INTERESTS:**

Dancing, Writing Articles

### **OTHER ACHIEVEMENTS:**

- House Leader in 12<sup>th</sup> Class at School Level
- Secured 2<sup>nd</sup> Position in Dance Competition at School Level

**PERSONAL DETAILS:**

Father's Name : Mr. Anil Surana  
Mother's Name : Mrs. Neelu Surana  
Date of Birth : 2<sup>nd</sup> November, 1992  
Present Address : B/32 Om Shiv Nagar  
Lalghati, Bhopal 462001  
Languages Known : English and Hindi  
Marital Status : Unmarried

**STRENGTHS:**

- Confident, Hardworking, Dedicated & Sincere
- Eager To Learn New Skills
- Good Communication & Inter-personal Skills
- Innovative in Ideas
- Teamwork
- Ability to work under minimal supervision and perform multiple tasks simultaneously.

I hereby declare that the information furnished by me above is true to the best of my knowledge.

Place:

Date :

**(Anchal Surana)**