**CURRICULAM VITAE**

**ANIL SINGH PUNDIR**

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Post applied for –

**OBJECTIVE**

To be a part of an organization where process of learning never ends and my imagination takes wing to unexpected heights. A place where, hard work, and learning through constructive criticism promoted.

**EDUCATIONAL QUALIFICATIONS**

* Graduation from Pune University
* Schooling from C.B.S.E board

**COMPUTER SKILLS**

* M.S Ofiice
* Troubleshooting of desktop
* Internet & various software’s
* Good command over typing

**WORKING EXPERIENCE**

* Worked with Beverly park 2 condominium as an admin assistant, from the period of 1st January 2010 to 12 April 2011
* Worked with IBM Daksh from 03-Oct-2011 to 01-Aug-2012
* Worked with Oriental Trimex Limited in Admin Department from

13-Oct-2012 to 31-May-2017