**Anjali Thakur**

**Electronics and Communication (B-Tech)**

**Email:-** Anjali.thakur2112@gmail.com

**Mobile no:-** 8219721939

**Objective: -**To work in an organization that enables me to come up with emerging and the latest technologies and which could widen the spectrum of my knowledge in result, contributing effectively towards exceptional growth of organization.

**Education: -**

* M.Tech in ECE from Haryana Engineering and Technology Yamunagar.
* BTECH from Shivalik Institute of Engineering and Technology, Ambala with 73%
* 12th from mahavir public school sundernagar with 68%
* 10th from mahavir public school sundernagar with 68%

**Professional Synopsis: -**

1. Company :- Reliance Digital

City:- Panchkula Haryana

Duration:- 1 Year

Role:-As a team leader in resQ care Department.

1. Company:- Partap Spintex Pvt. Ltd.

City:- Ambala Haryana

Duration:- 2 Years

Role:- As a coordinator in Purchase Department.

1. Company:-Cine City Photo Equipment’s Pvt. Ltd.

City:-Chandigarh

Duration:- 2 Years

Role:-Backend Executive

1. Company:-Spectrum Infotech India Pvt. Ltd.

City:-Shimla

Duration:- 1 Years

Role:-Network Coordination

**AREA OF RESPONSIBILTY: -**

* Perform research activities to determine a list of possible windows.
* Contact each vendor and take information regarding price, availability and quality of problem.
* Arrange meetings with vendors and confer with them in order to provide them with requirement.
* Confer with production managers to determine purchasing needs.
* Make purchase orders and have them signed from production managers.
* Assist in preparation of documents and ensure that other documentation is in order
* Intiate contact with vendors to check availability of needed documents.
* Ensure that the right amount of materials are delivered to the production pallet at the right time.
* Check shipments to ensure quality and quantity of purchase items.
* Monitor all purchase requisitions and handle adjustments with vendors
* Process proof of delivery request.
* Handle limited inventory management activities.

**CAPABILITIES: -**

* Self confidence and change myself according to conditions.
* Learns quickly in new situations.

**INTERNSHIPS: -**

* Embex Pvt. Ltd. Basics of microcontroller 42 Days.
* HCL Pvt. Ltd. Hisar Embedded system & 8051 Microcontroller 42 Days.

**Computer Skills: -**

* Basics of MS Word.
* Basics of MS Excel
* Basics of Power Point
* Report writing and presentation on MS word, MS Excel, Power Point.

**PERSONAL DETAILS: -**

**D.O.B:- 21 December 1991**

**Nationality:- Indian**

**Maritial Status:- Married**

**Languages:- English, Hindi**

**DECLARATION:-**

I Hereby affirm that the information furnished in this form is true and correct.

Date:-

Place:-

**ANJALI THAKUR**