*RESUME*

***Personal profile :-***

Name : Mrs Ankita Pamnani

Husband Name : Mr. Sumit Kumar Pamnani

Father’s Name : Shri Jaidev Mandhwani

Date of Birth : 21 Jan 1993

Permanent Address : Opp Forest Ofc Near Sindhi Colony Jarhabhata Bilaspur

Mobile No. : 9669270369

E- Mail Address : ankita.mandhwani@gmail.com

***Educational Qaualification:-***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam** | **School/College** | **Board / University** | **Year** | **Percentage** |
| 10th | Shweta Sharma H,Sc. School | C.G. Board | 2008 | 74% |
| 12th | Sant Kanwar Ram Govt. Girls H.S. School | C.G. Board | 2010 | 83% |
| B.Com. Ist | Gurukul Mahila Mahavidyalaya Raipur | Pt. RavishankarShukla University, Raipur (C.G.) | 2011 | 75% |
| B.Com IInd  | Gurukul Mahila Mahavidyalaya Raipur | Pt. RavishankarShukla University, Raipur (C.G.) | 2012 | 60% |
| B.Com Final | Gurukul Mahila Mahavidyalaya Raipur | Pt. RavishankarShukla University, Raipur (C.G.) | 2013 | 65% |
| M.com previous | Gurukul Mahila Mahavidyalaya Raipur | Pt. RavishankarShukla University, Raipur (C.G.) | 2014 | 60% |
| M.com Final | Gurukul Mahila Mahavidyalaya Raipur | Pt. RavishankarShukla University, Raipur (C.G.) |  2015 | 65% |

**Accounts Education**:-

|  |  |  |
| --- | --- | --- |
| **Course** | **Institute** | **Pass out Year** |
| Advance Deploma In Computerised Financial Accountancy (A.D.C.F.A)\* | Best Computer EducationSatti Bazar, Raipur (C.G.) | 2010-2011 |

**A.D.C.F.A.** \* : All Accounting Works Banking ,Cash , Reconcile Accounts, Payroll Management , Epf/Esic , Reports Making,

**GRADE­ : A+** (ABOVE 90 %)

**Experience :** 10 Years As an Accounts Manager at Navbodh Prakashan

 Samta Colony, Raipur (01/08/2011 to 31/10/2021)

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# DECLARATION

I do hereby certify that the information provided by me is true to the best of my knowledge and belief.

# Date: ………… Signature

**Place: ………..** **(Ankita *Pamnani)***