

# Anshika

C-310, Gali no 14, Main Market Road,  
Bhajanpura, Delhi-110053  
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## Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

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## Experience

- **Max petz Hospital** September 22 - December 11  
Customer support executive  
Call handling, Scheduling appointments with Dr. ( on call consultation or face to face), Managing reports and providing information.

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## Education

- **National institute of open schooling (NIOS)** April 2020  
10th  
70%
- **National institute of open schooling (NIOS)** April 2022  
12th  
80%
- **Industrial Training Institute (ITI)** August 2023  
Stenographer and Secetretarial Assistant  
82%

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## Skills

- Ms Word
- PowerPoint
- Excel
- Multitasking
- Communication skill
- Customer handling
- Typing speed