

Anjali Gahlyan

Administration Executive

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Languages

Hindi

English

About

I have experience in customer interaction, product labelling, and online order fulfilment. Skilled at managing schedules and communications with strong organisational abilities. I am adaptable and eager to apply my skills in a dynamic retail environment, focusing on womenswear, menswear, and accessories.

BRANDS WORKED WITH

Itish Electrical

Experience

- **Administrative Executive**
Itish Electrical | Sep 2021 - Sep 2023
 - Answering phone calls and taking messages.
 - Welcoming all visitors and interacting with them
 - Managing scheduling and appointments.
 - Managing mail/fax communications.
 - Performing basic bookkeeping/ clerical duties.

Education & Training

- 2023 - 2024 ● **University of Surrey**
Masters,
- 2018 - 2021 ● **Himalayan University**
Bachelor of Science,
- 2018 ● **HBSE**
12TH,
- 2016 ● **CBSE**
10TH,