**POOJA GUPTA**

H. No. 62/10,

Bard Mohalla,

Old Faridabad,-121002

Haryana.

Mob: +91-7840031347

Mail ID :- poojagupta09121992@gmail.com

Personal Profile

Ambitious, Accurate, responsible, honest, hard-working person. Flexible, likes movement, but very calm and peaceful. I am quick to learn and pick up new ideas. Adaptable to every working place atmosphere, can work well as a supportive team member or alone. With a logical, disciplined and organized manner, focused on the job. A positive, courteous and polite person, who has a very friendly attitude to everyone and a good sense of humor.

Career Objective

To provide my best to the organization and attain new heights in the corporate world through hard work, utmost dedication, sincerity and organizational growth.

Professional Qualifications

* Qualified B.COM fromMaharshiDayanandUniversity in 2014

Academic Qualifications

* XII from HBSE in 2011
* X from HBSE in 2009
* One Year Computer Diploma in NG TECH in 2014

Current Job Status

* Accountant inRahul medical store, Faridabad from August, 2016 to present.

**Activities under gone as follows:**

* Accounts work in MARG Software.
* Excel related work.

Past Experience

* Data Entry Operator inProgressive Infotech Pvt Ltd., Faridabad from June, 2015 to July,2016

Interests:

* + Reading Books.
  + Listening Music.

Personal Data:

Date of Birth : 09thDec, 1992

Father’s Name: Mr. Ashok Gupta

Gender : Female

Nationality : Indian

Marital Status : Unmarried

Proficiency : English, Hindi.

**Self Appraisal:**

I am Smart working, diligent, patient, optimistic, and confident, always willing to learn, and goal – oriented, determined, driven by challenges and dedicated towards work**.**

Declaration:

I hereby declare that the information provided above is correct.

**Date:**

**Place:Faridabad (Pooja Gupta)**