**Pooja Khyaliram Koli**

Mobile No. 9920625153/ 9970538948

**Email:** [**poojakoli199122@gmail.com**](mailto:poojakoli199122@gmail.com)

**Resume**

Personal Profile

Name: Pooja Khyaliram Koli

Address: B-408, 4th floor, Sai Ichha Apt., Opp. Patole gym,

Vinayak nagar, moregaon, virar road,

Nallasopara (E).

Tal: Palghar, Dist: Palghar,

Pin Code: 401209.

Date of Birth: 22nd May, 1991

Sex: Female

Marital Status: Single

Languages Known: Hindi, Marathi and English

Nationality: Indian

Hobbies: Listening music, computer work, cooking & etc.

Strengths: Self confident, Quicker and eager to learn

Academic Profile

S.S.C. Mumbai University II Class

H.S.C. St. Stanislaus College II Class

Computer Knowledge

Basic, Diamond Software, Typing 30/wpm

Experience

1. Worked as **UNIQUE MOTORS** dealing in commercial vehicle as back office.
2. Worked as **LACA’SA D’JWELLS** as computer Operator in Gold Department from 2011 to 2012.

**Job Profile**

Maintaining entries in excel sheet for data base.

1. Presently working with **S.VINODKUMAR DIAMOND PVT. LTD** as computer operator in Diamond Company.

**Job Profile**

Expenses & Bifurcations, Diamond all average, Physical stock, all manually work.

Declaration

I hereby declare that the statements made above are true, complete and correct to the best of my knowledge and belief.

Place: Mumbai

Date: 06-07-2020

Yours Truly,

(POOJA K. KOLI)