***Pooja***

**Mobile: +91-7289878109**

**Email: poorvy009@gmail.com**

**OBJECTIVE**

To pursue a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

**ACADEMIC QUALIFICATIONS**

* 10th - CBSE Board in 2011 with
* 12th - CBSE Board in 2013 with
* B.A (H) - Delhi University 2017
* M.A. - IGNOU 2019

**work Experience**

**Work Experience:-**

1. **Worked with**: IIFL

**Period**: 2013 to 2015.

As: Sales Executive

2. **Worked with: M/S Muskan Transport Pvt. Ltd**.

**Period:** 2015 to 2016

As: Computer Operator / junior Account Assistant

3. **Working With:M/S Vikas Chain & Jewellery Pvt. Ltd.**

**Period:** 2017 to Till Date

As an Account Assistant cum Admin in-charge

**Duties PERFORMED**

* Office Assistant
* Admin/ secretarial work
* Front Desk/ Backend
* Accounting
* Petty Cash management
* Vouchers Entries With Tally ERP 0.9/ Busy
* Billing
* Bank reconciliation

**Computer Proficiency**

* Diploma in Computer Application including Tally ERP and MS Office
* Familiar with Internet Operations.
* Accustomed to working in a Computerized LAN enabled Environment.

**Hobbies**

* Listing music
* Dancing

**Personal Information**

**Date of Birth : 14/07/1996**

**Fathers Name : Amar Pal**

**Marital Status : Single**

**Address : C-44/207, Street No-10, 5th Pusta, Sudamapuri, Gamari Extn.,**

**New Delhi-110053**

**Declaration**

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

**Date:**

**Place:**

**(POOJA)**