**RESUME**

 **Poonam Singh**

 Email ID:- singhpoonam4740@gmail.com

 Contact No:-**09999799372**

***Carrier Objective***

To join a professional organization and progress along with it, by application of the acquired knowledge and experience to learn more. To obtain a growth oriented position in the Company where all my knowledge & experience are utilized in the right direction.

***Experience***

***Worked with investors clinic Infratech ltd as Sr. Portfolio management-A Real estate consultancy.***

***Worked with wealth clinic pvt ltd as BDE-A Real estate consultancy.***

***Worked with Axis Bank process of Teleperformance Pvt.Ltd .***

***Educational Qualification***

* **BBA**  Graduate from Agra University.
* **Intermediate** from up board.
* **High School** from up board.

***Professional Qualification***

* Knowledge of Account.
* Basic knowledge of computer.

***In Application Software***

* Microsoft Office 2003,2007
* Web browsing and E-mail

***Strength***

* Self Motivated .
* Hardworking with confidence .
* Problem solving technique.

***Personal Information***

Name : Poonam Singh

Father’s Name : Sh. ShyamVir Singh

Date of Birth : 15th October 1991

Address : RZF-57B, , StreetNo. 4,Mahavir

 Enclave, New Delhi-110045

Gender : Female

Marital Status : Single

Nationality : Indian

Religion :Hindu

Languages : English, Hindi

Hobbies : Reading books, Internet Surfing and

 Travelling to explore the world

***Declaration***

I hereby declare that above statements are true in the best of my knowledge and belief.

**Date:**

**Applicant’s Signature Poonam Singh**