

# CURRICULUM VITAE

**POOJA**

**POOJA.311999@2freemail.com**

**Objective-:**

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**Educational Qualification-:**

* **M.Com** [2016] from Indira Gandhi National Open University [IGNOU] India.
* **B.Com** [2012] from Delhi University India.
* **12th** [2008] in commerce from C.B.S.E. Board Delhi India.
* **10th** [2006] from C.B.S.E. Board Delhi India.

**Additional Qualification-:**

* 1.5 year Diploma in Certified Finance Executive from Institute of Computer & Finance Executives [ICFE].

**Technical Skills-:**

* Tally9.ERP.
* MS office [MS Word, MS Excel, MS PowerPoint].

 **Work Experience-:**

* 2 years working experience in Uday Enterprises as an Account Assistant.

 [From January 2012 to January 2014]

**Job Profile-:**

* Entry of sale purchase Transactions in Tally.
* Payment’s and C’Form Follow ups through E-mails.
* Excise Billing.
* Prepare Quotations and Purchase Orders.
* Bank and Cash Related Entries in Tally.
* Bank reconciliation

**Personal Details -:**

Date of Birth : 4 May 1991.

Marital Status : Married.

Nationality : Indian.

Languages Known : English & Hindi.

Areas of Interest : Reading Books, magazines & listening to

 Music.

**Declaration -:**

The above has enclosed my resume for kind-full reference. With the above information I request you to consider my application favorably and give me a chance to join your concern. Afford an opportunity I shall prove my worth to the best of your satisfaction