CURRICULAM VITAE

**POOJA**

[**Pooja.347358@2freemail.com**](mailto:Pooja.347358@2freemail.com)

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**Visa status : - Visit Visa**

**Visa Valid : - From 18 Feb 2017 to 18 March 2017**

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| **OBJECTIVE:** |

A challenging environment where I can improve my skill and use my full potential for the growth of the organization and make my mark in the industry.

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| **ACADEMIC PROFILE :** |

* **B.Com** from Yashawant Rao Open university Belgaum 2014-2017
* **Pre-university** from Saraswati P U college Belgaum in 2012
* **Secondary school** from Saraswati Girls High school Belgaum in 2010

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| **COMPUTER SKILLS:** |

* Microsoft Word, Microsoft Excel, Microsoft PowerPoint.
* Operating system-Windows XP/7/8/10
* Tally 7.2 and ERP 9.
* Hardware.
* Basic Networking.

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| **WORK EXPERIENCE:** |

**Global IT Solutions Belgaum.**

DESIGNATION: ADMINISTRATOR From: July 2012 to Feb 2017

Duties**:-**

* Carrying out large volumes of filing while retaining a good level of accuracy and efficiency.
* Maintaining an effective administration system.
* Rapidly responding to and resolving any administrative problems.
* Managing related legislative, regulatory and compliance issues.
* Running the company reception area.
* Coordinating office procedures.
* Making sure that information is quick and easy to locate.
* Ordering and maintaining office stationery and equipment.
* Typing up correspondence including letters, faxes, minutes and memos.
* Offering a warm and friendly welcome to any visitors.
* Sorting and distributing incoming post.
* Processing staff payrolls, keeping account of finances and updating staff files.
* Receiving and redirecting telephone calls.
* Raising and progressing purchase orders.
* Booking travel and accommodation for senior managers
* Updating office manuals and brochures.
* Managing electronic and printed files. Keeping staff attendance records and time sheets up to date.
* Sending out business letters on behalf of senior managers.

**KEY SKILLS AND COMPETENCIES**

**PROFESSIONAL**

* Well organized, and be able to priorities work in an efficient manner.
* Providing high quality Customer Service.
* Good level of numeracy.
* Good at juggling tasks and prioritizing.
* Impeccable telephone manners.
* Resolving and managing queries to closure.
* Can work in a team orientated environment.
* Strong supervisory and leadership skill.

**PERSONAL**

* Calm and composed under pressure and able to work to tight deadlines.
* Ability to work within a busy and demanding team environment.
* Able to work with minimum amount of supervision and on own initiative.
* Always thinking up ways to improve current processes.

**DESIGNATION: HR From: July 2012 to Feb 2017**

**Duties:-**

* Delivering HR programs, services, and solutions.
* Anticipating talent needs and addressing them through proactive and effective recruiting.
* Carrying out staff performance reviews.
* Training, developing and evaluating employees.
* Overseeing the daily human resources aspects of the company.
* Writing up job descriptions.
* Evaluating the results of HR initiatives.
* Staff file management. Interviewing job applicants.
* Organizing training workshops.
* Interpreting HR policies and procedures.
* Resolving any contentious employee relation issues.
* Identifying staff training needs.
* Promoting diversity and equality issues.
* Developing HR policies and procedures and writing staff handbooks about them.
* Updating employee administrative records.
* Looking after the welfare of employees.
* Investigating employee allegations and grievances.
* Retaining talented employees.

**KEY SKILLS AND COMPETENCIES  
  
PROFESSIONAL**

* Knowledge of termination processes and exit interviews.
* Strong interpersonal, organizational, analytical, decision-making, and problem-solving skills.
* Ability to work well in a fast-paced team environment.
* Making decisions based on general policies and procedures.

**FRANCHISE COORDINATOR FOR GOVERNTMENT PROJECTS**

**From: July 2012 to Feb 2017**

**Duties: -**

* The date that first contact was made and by what method (phone, personal meeting, email, etc.)
* Notes of all meetings and telephone conversations conducted with the Franchisee including dates, nature of the interactions, key notes, actions taken, and information
* Copy of correspondence/emails between the company and the Franchisee
* Record of credit reports and other screening data and decision procedures used to approve the Franchisee
* Copy of signed Franchise Application, personal financial statement and other related form
* Maintain the signed MOUs
* Copy of the payment (i.e. check) for the initial franchise fee
* Copy of the executed Franchise Agreement and other agreements and addendum (i.e. Deposits Agreement, Site Selection Addendum, Confidentiality Agreement
* Copy of the executed Franchisee Compliance Certification Form
* Documentation (or copies) related to the Franchisee’s receipt of all required licenses, permits and bonds relative to the Franchise Business
* Proof of Insurance relative to the Franchise Business
* Copy of the Franchisee’s lease and any “Lease Assignment Agreement” and/or addendum
* Copies of the required reports should also be maintained in the Franchisee’s file.
* A log that tracks the Franchisee’s participation in meetings, online conferences, and other similar events. This information may be maintained electronically.
* Copies of all key correspondence to and from the Franchisee
* Copy of inspection reports conducted at the Franchise Business
* Copies of any “Notices to Cure” for defaults by the Franchisee under the Franchise Agreement

**GOVERNMENT PROJECT COORDINATOR From: July 2012 to Feb 2017**

**Project Names:-**

* **BARTI (**Babasaheb Ambedkar Research Training Institute) 2016-2017
* **DMA (**(Directorate of Municipal Associate) 2016-2017
* **PMKVY 1.0** (Pradhan Mantri Koushal Vikas Yojana). 2015-2016
* **NSDC** (Nation Skill Development Corporation) also got certified. 2014-2015

**Other Experience**

* Worked on Rooman Technologies ERP, PMKVY ERP
* Worked on PMKVY SDMS Portal
* Worked as a counselor
* Handled Students Online Examination

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| **CO-CURRICULAR ACTIVIES:** |

* Activity participated in all sports.
* Attended seminar on personality & skill development.

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| **PERSONAL DETAILS:** |

**Name :** Pooja Patil

**Date of Birth :** 19st March 1995

**Father Name :** Raju Patil

**Languages :** English, Hindi, Marathi, Kannada.

**Hobbies :** Singing and listening music

**Nationality :** Indian

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| **DECLARATION:** |

I hereby declare that above information is correct to the best of my knowledge and I will be responsible for any discrepancy.