**Pooja**

**Gender**: Female **| Date of Birth:** 17-07-1987 **| Marital Status:** Married **|** **Nationality:** Indian

**| Email:** [pooja.367915@2freemail.com](mailto:pooja.367915@2freemail.com)  **| Location:** Dubai, UAE

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**Career Summary:**

To work in a pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity and zest. I want to enhance my working capacities, professional skills, business efficiencies and to serve my organization with the best possible way with sheer determination and commitment.

**Work Profile & Experience:**

**2015 - 2016**

**Organization Name:** Bankai Group

**Organization Type:** Telecom and IT

**Location:** Ahmedabad, India

**Position:** Carrier Relations Executive (Asia & Middle East)

**Responsibilities:**

* + - Business development and business management of Asia region and Middle East region.
* Have managed Tier 2 and Tier 3 carriers from Asia & Middle East.
* Destination mapping to increase the new pool of traffic and growth in revenue.
* Documented and maintained monthly revenue reports by providing regular inputs on all accounts activities.
* Sales and operations (Routes, Interconnections, NOC, Rates, Routing, Legal and Finance).

**2010 - 2012**

**Organization Name:** H.C Bafna International School (CBSE Board)

**Organization Type:** Education

**Location:** Rajasthan, India

**Position:** Primary Teacher for English Subject

**Responsibilities:**

* Understand the grasping level of each and every student and teach them accordingly.
* Plan the weekly, monthly, quarterly and yearly curriculum and complete it well in time.
* Set up the exam papers, conduct examinations and assess them.
* Conduct parents and teachers meet and educate them about their child’s growth.
* Teach the importance of discipline to the students and also motivate them.

**Projects:**

1. **Summer Internship Project Details**

**Company Name:** ING Vysya Bank (is now Kotak Mahindra Bank)

**Title of the Project:** Customer Perception for Banking Services

**Objective:** To know about the pull factors on which basis a customer selects a particular bank.

To know about the banking service which is most preferred by the customers.

**Duration:** May 2014 to June 2014 (8 week)

1. **Capstone Project Details**

**Area of the Project**: International Business

**Title of the Project**: Foreign Direct Investment, the Indian Scenario

**Objectives**: To access the sector - wise and country - wise Foreign Direct Investment in India.

To study the present regulatory frame work of Foreign Direct Investment in India.

1. **Industrial Interaction Report**

**Name of the Company**: Ratnamani Metals & Tubes Limited.

**Title of the Report:** Human Resource Department of Ratnamani Metals & Tubes Limited.

**Computer Proficiency:** MS Office Suite and Internet

**Skill Set:**

Business Development

Innovation

Business Strategy

Branding

Market Research

**Academia:**

**Master’s Degree:** Post Graduate Diploma in Management

**University:** AICTE, Government of India

**Master’s Degree:** M.A in English Literature

**University:** Rajasthan, India

**Certifications:** C.C.O (Certificate in Computer Operations)

**Institute:** MBTB, Mumbai, India

**Languages Known:** English | Hindi