

**Pooja**

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**CAREER OBJECTIVE**

To obtain challenging and responsible position in an organization leading to its successful growth using my abilities and knowledge.

**EDUCATION**

Completed M.com from MDS UNIEVERSITY in year 2017with 60%.  
-Passed higher secondary in year 2014 with 76 %.  
-Passed high school in year 2012 with 73 %.

**TECHNICAL SKILLS**

Skills ERP package Tally ( ERP9).

Windows, MS-Office (Word, Excel, PowerPoint), Internet.

**EXTRA-CURRICULAR ACTIVITIES**

**Samsung Promoter ( Demo of product, explanation features etc).**

Actively participated in various extracurricular activities in school as well as

Coordinated the events in college(2016).

qualified the common proficiency test 2015

**WORK EXPERIENCE**

**worked as a consultant in L2C ltd jaipur,India from march 2017 to july 2017.**

* **Actively encourage new student to join.**
* **Store and update their data for organization's consideration.**
* **Tele calling, Negotiation**
* **consulting student for CA internship programs and seminar**

**HOBBIES**

Travelling, painting, cooking, interacting people.

**PERSONAL DETAILS**

Date of Birth : 13th February , 1996

Marital Status : single

Languages Known : English, Hindi

Nationality : Indian

Visa Status : Visit valid till 21st september 2017

I hereby declare that all the information stated above is true and complete to the best of my knowledge and belief and nothing has been concealed / distorted.

Place:

Date: