**POOJA**

**Email**: Pooja.383943@2freemail.com

**Visa Status**: Sponsor Visa (Husband)

**OBJECTIVE**

To work for a progressive and reputable organization to contribute towards its further success and growth by applying my knowledge which offers excellent opportunities for personal and professional growth**.**

**WORK EXPERIENCE**

**EFU (EASTERN FEDRAL UNION GENERAL INSURANCE L.T.D)**

Worked as a “**INTERNEE**” (Operation & Finance Department) in EFU HEAD OFFICE from 1st July 2017 to 30th September 2017.

**Key responsibilities include (Operation Department):**

* Worked on “ORACLE” software to determine the approval of customers on the basis “Scoring Criteria” provided by company.
* Regularly analyzing risk in insurance proposal.Consedering company’s terms and conditions.
* Calculating premiums on the basis of statistical and background information.
* Communicating customers regarding changes in policies.

**Key responsibilities include (Finance Department):**

* Computation of payroll including overtime ,bonus and final settlements of staff on the basis of supporting information (e.g. Time sheet).
* Maintaining petty cash as per the requirement of the company .
* Transferring invoices into JV (JOURNAL VOUCHER) after approval from higher management.
* Maintaining amendments of the transactions through JV and PETTY CASH .

**EFU (EASTERN FEDRAL UNION)**

Worked as a Financial Advisor in “**Daharki Branch Pakistan**” since 02nd December 2007 – April 2012 in sales department under (Life Insurance) products.

***Working on key responsibilities includes:***

* Daily basis **Team Meeting** early morning regarding customers in process.
* Daily basis calling 100 **New and Existing** customers for generating new business.
* Daily **Dairy** maintenance for **follow-up** customers.
* Regular **FEEDBACK** to ongoing customers.
* Regularly generating **References from References**.
* Regularly communicating **existing customers for collection of renewal cases**.

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**TDAP (Trade Development Authority Of Pakistan) .**

Worked as a “**PROJECT ASSISTANT**” in TDAP HEAD OFFICE from 1st July 2013 to 30th October 2013.

**Working on key responsibilities includes*:***

* Gathering delegates information for the approvals of trading.
* Arranging meetings between (delegates and Pakistani exporters).
* Booking hotels and tickets for delegates .

**PROFESSIONAL AND ACADEMIC QUALIFICATIONS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Passing year** |  | **Certification / Degree** |  | **Institution / University** |  | **Major Subjects** | |
|  |  |  |  |  |  |  |  |  |
|  | 2018 |  | MBA |  | IQRA UNIVERSITY KARACHI | | Accounting, Financial | |
|  | (Finalist) |  |  |  |  |  | Reporting, Economics | |
|  | 2011-2015 |  | BBA |  | Iqra University Karachi | | Pure Economics, | |
|  |  |  |  |  |  | | Business Law, | |
|  |  |  |  |  |  |  | Accounting | |
|  | 2004-2006 |  | Intermediate |  | Govt Girls Degree Collage Daharki | | Pre-Medical | |
|  | 2002-2004 |  | Matriculation |  | Govt Girls Degree Collage Daharki | | Science | |

**SKILLS & ABILITIES**

* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
* Dedicated and self-motivated individual with a solid professional background.
* Excellent communication, Well organized, Analytical and Time management skills.
* Ability to learn new concepts quickly and to handle work efficiently under time pressure.
* Work well both independently and as a contributing member of a team.

**ACHIEVEMENTS**

* Participation in workshop on HUMAN RESOURCE MANAGEMENT.
* Participation in MY KARACHI EXPO in 2012 as GRO (Guest Relation Officer).
* Organized debate competition program in oral communication 2011.
* Spent time with special people at dar-ul-sukun as a volunteer (in a project).
* Participated in "8th expo" as G.R.O. (Guest.Relation.Officer) in 2013.

**PERSONAL**

Marital Status:



Married

Date of Birth:



Nationality:



Languages:



05th Aug, 1989

Pakistani

English, Urdu , Hindi & Sindi