

CURRICULUMVITAE

POOJA P KATARIYA

9980543566

Poojap1427@gmail.com

To success in a environment of growth and excellence and earn a job which provide me satisfaction
And self development and help me to achieve organization goal.

Work Experience

Worked with “ **International Certification Service Pvt Ltd**” As an **Sr. Office Executive** .

Nature Of Work Include:

Greeting Customers or Vendors and Scheduling the Appointment

Planning Of Audit & Inspection

Preparation of Invoice

Handling Problems and

operations issues

Tender Searching

Handling Phone Calls And Correspondence E mail

Handling Administration Works like Vendor management, Transport mang, Housekeeping mag, Canteen
facility, stationary management Accounts

Updating Employee Time Sheet,

Maintaining Up to date records And Databases with Personnel, finance etc

Worked With “**Acharya Bangalore B School**” as an Receptionist.

ACADEMIC QUALIFICATION

EDUCATION	BOARD UNIVERSITY	YEAR SEMESTER	PERCENTAGE SGPA
B.Com	Bangalore university	6 th Semester	7.9
		5 th Semester	7.5
		4 th Semester	7.9
		3 rd Semester	7.9
		2 nd Semester	7.6
		1 st Semester	6.9
PUC	Department of Pre University Education	2015- 2016	71.6%
SSLC	Karnataka Secondary Education Examination	2013- 2014	57.12%

LANGUAGES

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Languages	Speak	Read	Write
English	Yes	Yes	Yes
Kannada	Yes	Yes	Yes
Hindi	Yes	Yes	Yes

CO-CURRICULAR ACTIVITY

- GST in Tally
- MS Word
- MS Excel
- MS Power Point
- BASIC

EXTRA CO-CURRICULAR ACTIVITY

- I had been part of National Urban Health Mission of leprosy survey held by the Government of Karnataka in the year 2018.
- I had been volunteer to the Polio Programme conducted by the Government of Karnataka in the year 2019.
- I had been participated in Inter-College Competition in 2017-18 □ I had been participated in sports.
- Candidate in NSS

PERSONAL DETAILS

Father name : Pradeep R Gowly
Date of birth : 14-02-1998
Address : Andrahalli Magadi Main Road Near Acharya Bangalore B School. Bangalore -560 091

DECLARATION

I am Pooja P Katariya Hear by declare that the above information is true and correct.

Place: Bangalore

Pooja P Katariya