

CURRICILUM VITAE

POOJA SAXENA

5-GH-13 Housingboard

Shastri Nagar, Jaipur

Mob. No.- 7014105986, 8386985293

Career Objective:

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me in achieving personal as well as organizational goals.

Work Experience:

HR Manager at We RNS IT Solutions Pvt. Ltd.(Nov 21 till present)

HR Manager at DotStark Technologies LLP (April 2021 till Nov 2021)

HR Manager at SRNG Group-Health Gennie (April 2019 till April 2021)

Assistant Professor at Arya College (September 2018 to March2019)

Educational Qualification :

MBA from Maharishi Arvind Institute of Management and Science with 78% in 2018.

Bcom from Subodh College with 64% in 2016.

Senior Secondary from CBSE Board with 86% in 2013.

Secondary from CBSE Board with 88% in 2011.

Internship Programme:

-Internship from DAINIK BHASKARin HUMAN RESOURCE on the project of TALENT ACQUISITION (Mid 2017).

- Recruitment Consultant at IMS PEOPLE (Aug2018).

Certified Programme:

- Certificate of Internship Programme(HR).
- Certificate of Radio Jockeying conducted by Patrika InEducation.
- Certificate ofRSCIT.
- Certificate of ad madshow.
- Certificate of BusinessQuiz.

Strengths:

- Self motivated and resultoriented.
- Presentationskills.
- Communicationskills.
- Punctual anddisciplined.

Computer Skills:

- MS-Office
- Internet.

Personal Details:

Father's name: Anil Kumar

Saxena DateofBirth:

24/07/1996

Gender: Female

Marital Status: Single

Nationality: Indian

Languages:

Hindi,Engli

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Declaration:

I hereby declare that the information provided by me is true and correct to the best of my knowledge.

(Pooja

Saxena)

Date:

Place: Jaipur