

# RESUME

## **POOJA SHUKLA**

Address. - Village Dandi Chhipiya Post - Phool Tehsil – Naigarhi  
 Distt. - Rewa  
 State - Madhya Pradesh  
 Pincode - 486331  
 Mob.no. - 7987677301  
 Email Id - poojashuklamishra1994@gmail.com

### EDUCATIONAL QUALIFICATION

Course	Board/University	Branch	Percentage	Year
10 <sup>th</sup>	MPBSE BHOPAL	ALL SUBJECT	69.00	2010
12 <sup>th</sup>	MPBSE BHOPAL	ARTS GROUP	47.00	2015
ITI	SCVT	COPA	77.00	2015
B.COM	APSU REWA MP	COMMERCE	57.00	2019
MBA	BU BHOPAL	HR	75.00	2021

### EXPERIENCE

- 3 Year Working experience Lok Sewa Kendra Mauganj, As a Computer Operator.
- 1 Year working experience in Dial 100 Bhopal.
- 1 Year working experience in Airtel Company, as telly caller (Costumercare).

### STRENGTH

1. Good communication skills.
2. I am friendly hard working honest towards my work.
3. Good leadership.
4. Easy to handle any situation.
5. Flexible in any Environment.

### PERSIONAL DETAILS

- |                     |  |
|---------------------|--|
| • Name :            | Pooja Shukla   |
| • Father's name :   | Shri Bhagwan Prasad Shukla   |
| • Phone :           | +91-7987677301   |
| • Date of birth :   | 15 Oct, 1994   |
| • Marital status :  | Married  |
| • Language known :  | English, Hindi   |
| • Present Address : | Village Dandi Chhipiya Post Phool Tehsil - Naigarhi ,Distt- Rewa (M.P. ) |

### DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place.....

Dated.....

**POOJA SHUKLA**