

RESUME

Pooja Suresh Jadhav

5/71, Khatav Chawl,
Tank Pakhadi Rd., Byculla.
Mumbai: 400 011
Cell no: 9870577908

EDUCATIONAL QUALIFICATION:

- ✍ **BCA** (Jun 2016) (Yashwantrao Chavan Maharashtra Open University) **Passed** with **61%**
- ✍ **NCTVT (PASSA)** (Nov-12) from Mumbai ITI (Maharashtra State Board)
Passed with **73%**
- ✍ **Computer Operator & Programming Assistant (COPA)** (July 2011) from
Mumbai ITI (Maharashtra State Board) **Passed** with **73%**
- ✍ **HSC** (Feb 2010) (Maharashtra State Board) **Passed** with **49%**
- ✍ **SSC** (Mar 2008) (Maharashtra state Board) **Passed** with **58%**

WORK EXPERIENCE:

- ✍ Worked with **Acme Fitness Pvt. Ltd** as Service Coordinator
Duration: 2 Years, 10 Months (2014 - 2017)
- ✍ Worked with **Mahindra & Mahindra (FARM EQUIPMENT SECTOR)** as Computer Operator
(Fixed Term Employee)
Duration: 2 Years (2012 - 2014)
- ✍ Worked with **Mahindra & Mahindra (FARM EQUIPMENT SECTOR)** as Computer Operator
(Apprentice)
Duration: 1 Year (2011 - 2012)

COMPUTER KNOWLEDGE:

- ◆ **MS-OFFICE:** MS-Word, MS-Excel, MS-PowerPoint, MS-Outlook
- ◆ English Typing (30 WPM)

PERSONAL DETAILS:

Name : Pooja Suresh Jadhav
Marital Status : Unmarried.
Languages known : English, Hindi, Marathi
Nationality : Indian.
Date of birth : 4th November 1992

HOBBIES:

- Reading books
- Listening to music
- Watching movies
- Dancing

I hereby confirm that all the information stated above is true & to the best of my knowledge.
You are kindly requested to consider the suitable position in your valued organization.

Thanking You.

Date:

Place: Mumbai

(Pooja S. Jadhav)