POOJA CHINOURIYA

Full Stack Python Developer

9555085821

[poojajay121@gmail.com](mailto:poojajay121@gmail.com)

Jhansi, UttarPradesh

SUMMARY

# EDUCATION PROJECTS

**Shri Guru Har Kishan Degree College, JHANSI**

Bachelor's of science

2020 – 2023

# SKILLS

Full-Stack Pyth HTML

CSS JS

Angular/React

## Executive Secretary

Ingoude Company | 2018 - Present

Manage the schedules and calendars of the CEO and other senior executives

Coordinate and schedule meetings and conferences with internal and external stakeholders

Prepare and distribute meeting agendas, minutes, and other relevant materials

Handle confidential information and documents with discretion and maintain their proper organization

## Executive Assistant

Wardiere Inc. | 2016 - 2018

Managed calendars, scheduled appointments, and arranged meetings and conferences

Prepared and distributed reports, presentations, and other materials

Handled confidential documents and maintained their proper organization

Coordinated travel arrangements and accommodations for executives and guests



# CERTIFICATIONS

Java Certified (Adhyayan Educational Services, Pune)

Python Certified (Adhyayan Educational Services, Pune)

## Executive Secretary Intern

Aldenaire & Partners | 2015 - 2016

Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives

Conducted research and prepared reports on various topics related to the company's operations and industry trends Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence