



Deendayal Puram Gallamandi,
Naubasta Kanpur Nagar



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Poojavishwakarma5259@gmail.com

POOJA VISHWAKARMA

WEB DESIGNER

// ABOUT ME

Secure a responsible career opportunity to fully utilize my talent and skills to grow, while making a significant contribution to the success of the company.



// TECHNICAL QUALIFICATION

- Advance Diploma in Computer Application
- Post Graduation Diploma in Web Desinging from Government Girls Polytechnic College Lucknow, U.P.

// PROFESSIONAL QUALIFICATION

- Computer Concept MS-Office, Internet, E-mail.
- HTML, CSS, BOOTSTRAP, PHP, My SQL, C Language.

// EXPERIENCE

- Accounting Department 30 June 2019- 15 July 2022
In Company 3ACE Associates Govind Nagar Kanpur U.P.
- Responsibility: Documentation & Generated GST Invoices & Maintain Invoice records, files and TDS records.
- Communicate Indian & foreigner clients via mail (MS Outlook).

// PROJECTS

- Online Shoping Electronic Product College project.
- Online Fruits Shop Booking Project.

// PLACEMENT OFFER

- Placement offers in Riveyra infotech Pvt. Ltd. Kanpur U.P.

// CERTIFICATES

- 45 days Industrial Training Certificate in Web development using PHP from APT Technosoft, Lucknow U.P.
- Advance Diploma in Computer Application (ADCA).

// ACADEMIC BACKGROUND

- POST GRADUATED IN MA
 - CSJMU KANPUR
 - 2017
- GRADUATED IN BA
 - CSJMU KANPUR
 - 2015
- INTERMEDIATE
 - U.P. BOARD
 - 2012
- HIGH SCHOOL
 - U.P. BOARD
 - 2010

// SKILLS

- Good Communication
- Creativity
- Problem Solving
- Reading & Writing
- Hardworking

// LANGUAGES

- English
- Hindi