

## **CURRICULUM VITAE**

### **Contact Details :**

® 91-079-27416773  
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### **Communication Address:**

Pooja A. Chandrapal  
22-K, Haripark Society  
Nr .Pavan party plot,  
NaranPura,Ahmedabad-380013

### **Career Objective :**

*To deliver value to the organization with knowledge acquired through academics and skills and perspective developed through my experience, also contribute by way of innovative ideas.*

### **Educational Qualifications :**

<b><i>Qualifications</i></b>	<b><i>Board/University</i></b>	<b><i>Class</i></b>	<b><i>Year</i></b>
<i>SSC</i>	<i>GHSEB</i>	<i>PASS</i>	<i>2007-2008</i>
<i>HSC</i>	<i>GHSEB</i>	<i>FIRST</i>	<i>2009-2010</i>
<i>B.COM</i>	<i>Gujarat University</i>	<i>SECOND</i>	<i>2012-2013</i>
<i>M.COM</i>	<i>Gujarat University</i>	<i>PASS</i>	<i>2016</i>

### **Computer Knowledge :**

*Basic Computer Knowledge, M.S. Office, Internet, Web-Designing*

### **Professional Experience :**

*April '18 – Present                      Axis Securities (subsidiary of Axis Bank)  
Executive Operation in CPA OPERATIONS*

*Function Area: Home Loan Disbursement*

*Verify the loan documents and send it for payment*

### **Certificate of Appreciation given by Axis Bank for an outstanding support & significant contribution**

### **Towards Home loan for FY 2021-22**

*Mar' 16 – Dec'16                      Satyam Realistic Prop. Com*

*Function Area : Administrative work.*

*Mar '13 – Mar'15                      LIC Agent's office*

*Function Area : Back office Work*

**Skills & Qualities :**

*Sincerity*

*Communication skill*

*Hard working*

*Dedication towards work*

*Self-discipline*

**Personal Details:**

***Husband's name***

*Amit Chandrapal*

***Gender***

*Female*

***Marital Status***

*Married*

***Date of Birth***

*23 April 1992*

***Nationality***

*Indian*

***Language known***

*English, Hindi, Gujarat*

***Hobbies***

*Music, Dancing*

***Declaration:***

***The Information given above is all true and correct in my belief. I promise that I will work hard & sincerely if I got selected for this job.***