

**Pooja C. Joshi**

B.com  
International Business  
(Import – Export )

Phone : +91 –8208122657  
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**A highly motivated and hardworking individual looking for a responsible role in a reputable organization.**

**Education**

2021-2022	J.B Shah Academy International Business (Import – Export )	60%
2012-15	S.B Collage of Commerce & Arts Bachelor of Commerce with specialization in Sectorial Practice	68%

**Experience**

Nov , 2018 to Present (2022)	<b>Dachser India Pvt . Ltd</b> <ul style="list-style-type: none"><li>• Working as a Admin &amp; Hr Coordinator</li><li>• Taken on job training Operation work in Ocean &amp; Air</li></ul>
Jan., 2016 to June., 2016	<b>PI Industries</b> <ul style="list-style-type: none"><li>• Working as a Admin &amp; Hr Coordinator</li></ul>

**Technical Skills**

- Tally ERP 9
- Microsoft Certification of WORD & POWERPOINT
- MS- CIT

**Extra-Curricular Activities**

2014	I have worked in two short films [Lead role in one film] which are shown in “Clap” short film festival held in Aurangabad (Maharashtra)
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## Attributes & Abilities

- Communication skills.
- Multi tasking and Duty oriented.
- A team player and a constant learner.
- Coordinating

## Strength

- Multi- tasking
- Communication
- Quick learner
- Responsible

## Personal Information

Husband'sName	Chinmay Joshi
DOB	1 <sup>st</sup> ,October 1,1996
Address	303/T Sardar Patel Nagar Society Naranpura, Ahmedabad - 380013
Marital Status	Married
Gender	Female

## Hobbies

- Painting .
- Sports and Fitness.
- Cooking
- Clay and wood Sculpting
- Traveling

## Language Proficiency

Read	• English, Marathi , Gujarati &Hindi
Speak	• English, Marathi , Gujarati &Hindi
Write	• English, Marathi &Hindi