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| Name:  Chhabda Pooja HarjeetSingh  **Address:**  303, Rudraksh flat & Shop  Rambaugh,  Maninagar  Ahmedabad-380008  **Mobile :**  +919624974982  +917984435126  ***E-Mail:***  **Verma\_pooja1992@yahoo.com**  ***Personal Data:***  **DOB :**12th May 1992  **Sex :** Female  **Nationality :** Indian  **Marital Status:** Married in 28th November 2019  **Child Status:** 1.6 year Old Boy MihalSingh  **D.O.B:** 09th November 2021  **Hometown:** Punjab Languages Known:English, Hindi, Gujarati, Punjabi ***Hobbies:***  Reading,Singing, Dancing | CURRICULAM VITAE  Objective  Looking for an opportunity in a challenging environment where I can utilize my skills and experience to contribute effectively and fruitfully for the betterment of the organization and personal development.  Work Experience   * 1st May 2012 to 23rd June 2015, Work Experience In “SGA Education Institute” (SIKKIM MANIPAL UNIVERSITY) as a Counsellor & Student Co-coordinator. * 25th June 2015 to 1st Jan 2017, Work Experience In with “J.K.SHAH CLASSES As aCounsellor Admin & Student Co-coordinator * 1st Feb 2017 to 31st Dec 2017, Work Experience In Shreehari Consultancy. As a Counsellor cum Admin for Australia & New Zealand Department. * 5th Jan 2018 to 8th March 2018 Work Experience In Yuranus Education * 1st April 2018 to 31st December 2018 have done work as an Accountant CA Firm Of CA Sunil Thakkar & Co. * 5th Feb 2019 to 25th Sep 2019, had been Working with Planet Education As Admission and Visa officer.   Master Qualification   * Passed out in April 2015 with SeScond class   Professional Qualification  ***Human Resource management 1 Year Course***  **Gujarat University Ahmedabad.**   * Passed out in March 2013 with 65% first class   Academic Qualification Bachelor of Commerce Gujarat University Ahmedabad.  * Passed out in March 2012 with 63% first class   **Higher Secondary School Certificate (Gujarat Board)**  **Aroma high School Ahmedabad.**   * Passed out in March 2009 with 62.43% first class  Secondary School Certificate (Gujarat Board) **Aroma high School Ahmedabad.**   * Passed out in March 2007 with 72.15% Distinction   Computer Proficiency   Advance Diploma In Computer Application 1 Year Course.   A2 Level Completed In SCOPE Exam(Cambridge University) |
|  | Competencies   * Good Communication Skill. * Ability to work effectively and efficiently in a group.  Perseverance and Diligent nature  * Positive attitude and self-motivated   Declaration  I confirm that the information provided above is true to the best of my knowledge and belief.  Date :  Place : |