**Pooja Tundiya**

DOB: 17.08.1996 | Contact – 8487948704, 8000156153 | Email: Prana8710@gmail.com

Ahmedabad, Gujarat

**FRONT DESK RECEPTIONIST**

Currently working as a receptionist at Tattoo galaxy, Ahmedabad from Feb

2016 to till date.

**JOB PROFILE**

1) Ledge and balance sheet maintenance

2) Customer relationship and support

**AREA OF INTEREST**

Consumer Marketing and Back office operations

**TECHNICAL SKILLS**

 CCC Certification

 Ms Office 2010

 Window 7

**EDUCATION CREDENTIALS**

 **B.Com , Pursuing ( Last Sem)**

C. D Pandya

 **HSC,**

Higher Secondary Certificate, Gujarat Board

 **SSC,**

Secondary School Certificate , Gujarat Board , 73 %

**DECLARATION:**

I Pooja Tundla, hereby declare that all above details are correct according to my

Knowledge.

**Pooja Tundla**