# Pooja Acharya

# *CONTACTS* Address G – 7, Sudharshan Apartment,

Opp. Ganesh College,

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***PERSONAL DOSSIER***

**Fathername**  : Mukesh Natvarlal Acharya

**Name :** Pooja Mukesh Acharya

**Date of Birth :** 15 aug ,1991

**Gender :** Female

**Marital Status :** Single

***HOBBIES*** **Reading** : love storys

**Travelling** :by car

**Music** :bollywood songs

**Dancing** : belly dance , hip hop dance

***LANGUAGES KNOWN***

M**other Thoughts :**Gujarati spiking, reading, writing

: Hindi spiking, reading, writing

:English spiking, reading, writing

***EDUCATIONAL***

**S.S.C** : From Gujarat Bord  **March 2006**

**H.S.C F**rom Gujarat Bord **March 2008**

**GRADUATION**

**B.com F**rom Gujarat University  **March 2011**

**POST GRADUATION**

**M.com F**rom Gujarat University  **Pursuing**

***TECHNICAL SKILLS***

**MS.office Success Computer classes 2006**

**HTML** R.H.Patel **2008-09**

**BUSINESS ACCOUNT Confidence Computer class 2009**

***PROFESSIONAL PROFILE***

I am a responsible and dynamical person with aptitude to confront and solve different situations; giving the best of my [skills](http://www.onetip.net/tag/skills/) and experience to increase and improve my labor [environment](http://www.onetip.net/tag/environment/). Enterprising, honest and with great disposition to work. Good [computer](http://www.onetip.net/tag/computer/) skills. Qualified to develop functions in the areas of Administration, Finance and Marketing.

***WORK EXPERIENCE***

**Mphasis hp n company fab2010 t0 may2011**

As a Customer care executive

**Just Dial Ltd. jun2011 to mar 2012**

As a TME and then team leader

**Infocom network ltd may2012 to jan2013**

Asst. manager

**HDFC Standard Life fab2013**

Business Developer Manager

***MY STRENGTHS:***  
  
 \* Strong faith in God and myself.  
 \* Creative mind.  
 \* Candid nature.  
 \* Risk taking attitude.  
  
**Weakness:**  
  
 \* A little bit impatient sometime.  
 \* Talkative nature.  
 \* Never say 'No' for help.

***Reference :***



Signature:

Pooja Acharya