

RESUME

PRESENT ADDRESS:

H.No.250/16 Sethi House
New Basti Sec-8, Gurugram (Hr.)
Mob. 7834909003, 7840084245

PUSPA CHAUDHARY

Mail: pushpachoudhary303@gmail.com

CAREER OBJECTIVE:-

- To secure a job which gives me a chance to utilize my skills and talents to the best, which help me obtaining a challenging position, where opportunity for growth and overall personality development is ample by keeping the organization's goals in mind.

EDUCATIONAL QUALIFICATION:-

- Passed 10th from NIOS Delhi in 2009.
- Passed 12th from NIOS Delhi in 2011.
- Passed B.Com from M.K.U. in 2015.
-

COMPUTER PROFICIENCY:

- One year Diploma in Computers from Neha Computers, Laxmi Garden, Gurugram.
- 6 months Tally Course from S.N.S. Foundation, Sadar Bazar, Gurudwara Road, Gurugram.

WORKING EXPERIENCE: -

- Worked with M/s. Gopal Communication Pvt. Ltd., (Lava Handset office) Gurgaon as a Computer operator from July 2014 to April 2017.
- Worked with TECHNICO INDUSTRIES PVT.LTD, Sector-4 IMT Manesar Gurugram as a Admin Com. Receptionist from March 2017 to April 2018.
- Worked with Real Estate Company JRS REALTY as a sales executive from DEC. 2021 TO AUGUST 2022.
- Worked with Signature Global March-2023 to April-2024 as a Sale Executive.
- Currently working with GC HOMES as a sales Executive.

HOBBIES: -

- Badminton game.
- Reading religious books.

:: 2 ::

STRENGTH:-

Positive attitude with sense of responsibility. Pleasant nature & sensitive towards Customer's need. Self confidence, keenness and Readiness to accept new ideas for achieve objectives.

PERSONAL DETAILS:-

| | | |
|-----------------|---|------------------------------|
| Father's Name | : | Shri Jeet Singh Choudhary |
| Date of Birth | : | 15 th April, 1991 |
| Languages known | : | Hindi & English |
| Nationality | : | Indian |
| Sex | : | Female |
| Marital Status | : | Married |

Date:

Place: Gurugram

(PUSPA CHAUDHARY)