



Pooja Vishwakarma

Computer Science

Seeking a challenging role to enhance and explore my technical knowledge which enabled me to use skills in the best possible way for achieving the company's goals.

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📞 7982624531

📍 Surat Nagar, Gurgaon

TECHNICAL SKILLS

MS-OFFICE

CSS

HTML

WORDPRESS

BOOTSTRAP

PHOTOSHOP

WORK EXPERIENCE

BACKOFFICE SUPPORT

Usha Armour Pvt. Ltd

September 2021 to Present

Gurugram

- Scheduled the PPM (Planned Preventive Maintenance) activity for Fire Extinguishers and coordinate with clients using mails.
- Make audit survey reports for Fire extinguishers using excel and quotations using CRM.

CONTENT COORDINATOR AND IMAGE EDITOR

IVAT [International Ventures and Travel India Pvt. Ltd.]

April 2019 to March 2020

Gurugram

- Responsible for daily content updates and website maintenance.
- Searched and Selected photos for website galleries and slideshows.
- Utilized photo editing software [Photoshop and Canva] to Edit and Optimize Images for Website.

EDUCATION

B.Sc. in Computer Science

Govt.Girls College - secured 68.9% - 2018

Senior Secondar School

[HBSE] Govt.Girls. Sr. Sec. School - secured 77.6% - 2015

PERSONAL PROJECT

Designed and Developed WordPress theme Website as a freelance Work. (2020)

- American Airline [Information-based site]
- Easychinese [Online Chinese Learning site]

INTERESTS

READING

WEB SURFING

WATCHING LIFESTYLES' SHOWS

STRENGTH

- Problem solving attitude.
- Good Team player and positive attitude.
- Adaptability