

# RESUME

## **POOJA SUVARNA**

**Address :** -19/A Shiv Kunj Building,Pendsenagar V.P.Road,Lane No -5,DOMBIVALI (EAST)-421201

**Mobile No:** - 8454920433

### **CAREER OBJECTIVE : -**

AMBITIOUS TO BUILD A CAREER IN ACCOUNTING AND FINANCE WITH  
AN ORGANIZATION WHERE TEAM IS REQUIRED AND HARD WORKING  
IS APPRECIATED AND TO BE IN POSITION WHICH IS BEST SUITED TO  
SKILLS.

### **PERSONAL SKILLS: -**

- > TIME MANAGEMENT
- > COMMUNICATION SKILLS
- > LEADERSHIP
- > SELF -MOTIVATION

### **TECHNICAL SKILLS: -**

- > WINDOWS 7 & 8
- > BASIC KNOWLEDGE OF COMPUTER
- > ENGLISH TYPING SPEED (30 W.P.M)
- >BASIC KNOWLEDGE OF ADVANCE EXCEL

**EDUCATIONAL QUALIFICATION :**

EXAM PASSED	BOARD	CLASS
S.S.C	MAHARASHTRA BOARD	FIRST CLASS
H.S.C	MUMBAI UNIVERSITY	SECOND CLASS
T.Y.BCOM	MUMBAI UNIVERSITY	PASS CLASS

**WORK EXPERIENCE : -**

**\* Worked In ELECTRICITY DEPARTMENT For 1 Year As a DATA Entry Operator in (THANE)**

**\* Worked in HOME CREDIT Finance Company PVT LTD For 3 Years As a Operator in Back Office (Document Verification)  
And also Worked in the Collection Department As a senior operator.**

**PERSONAL DETAILS : -**

NAME : POOJA SUVARNA

MOTHER NAME : JAYASHREE SUVARNA

DATE OF BIRTH : 30 /JUNE/1997

LANGUAGES KNOWN :MARATHI, HINDI, ENGLISH,KANNADA( TULU )

MARITAL STATUS : SINGLE

NATIONALITY : Indian

EMAIL ID : [psuvarna349@gmail.com](mailto:psuvarna349@gmail.com)

HOBBIES :READING, DANCING, PLAYING GAMES.

I HEREBY DECLARE THAT INFORMATION MENTIONED ABOVE IS TRUE TO BEST MY KNOWLEDGE

