






POOJA GUHA

Contact

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India

Date of Birth

8 January 1988

Professional Attributes

- ❖ To obtain a respectable Administrative Management position within a progressive, growth oriented company.
- ❖ I am keenly interested in implementing and utilizing my Business Development and Public Relations(PR) skills to an environment where they will make a significant impact on the bottom line.
- ❖ The idea atmosphere will be entrepreneurial and one in which new innovative ideas and thoughts are welcomed for the Enhancement of the Company's growth and Decision making is required.

Skills

- ❖ Expert In Administrative Duties; Communication Skills and Experienced In Problem Solving and Scheduled Meetings.
- ❖ Well Accustomed and apt with English ; German; Hindi and Bengali languages.

Experience

EKLAVYA GROUP OF COMPANIES	2011-2012
COLLEGE COUNCILLOR	
GANESHAN CONSTRUCTION	2012 - 2016
EXECUTIVE - CLIENT ACQUISITION	
CONCENTRIX	2017-2018
CLIENT- ASSOCIATE	
PCITS	
Senior Process Analyst	2020-Present
IXIGO	
SENIOR PROCESS EXECUTIVE	DEC-21 TO APRIL-22

Education

ST.THOMAS GIRLS SCHOOL
Passed out ISC AND ICSE

MGOU (MAHATMA GANDHI OPEN UNIVERSITY)
Graduation