

CURRICULAM-VITAE

POOJA SHARMA

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OBJECTIVE

Seeking challenging assignments across Electronics/Telecom/IT and digital marketing in Office/Industry/ University where I can be most effective in providing quality and speed in work.

ACADEMIC QUALIFICATIONS

- DIPLOMA in Electronics Engineering from Govt. Polytechnic Lucknow with 73.5%of marks in2015.
- B.Sc. (Mathematics) completed from MJP Ruhelkhand University, Bareilly with 52% of marks.
- 12thin PCM group from GGIC Bareilly with 63.3% of marks.
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VOCATIONAL TRAINING

- One Month vocational training at Door Darshan Kendra Lucknow UP.

COMPUTER KNOWLEDGE

- Diploma in computer application (One year course) from C-SET computers, Izzat Nagar, Bareilly with grade A in 2012.basicknowledge of C++ language and internet.
- Qualified CCC with NIELIT

WORK EXPERIENCE

- One year worked as a RF Planner in VSN SOLUTIONS, Gurugram, Haryana.
- Currently working in PNGI Forum as executive manager & admin in digital networking marketing for one year.

SKILLS

- Design all types of Cards, magazine, certificates etc.
- Knowledge of MS Excel, MS word, MS Power Point, coordinate with people, mailing, arranging zoom meetings, social media advertising.
- Arrange the events, sponsorship.

DECLARATION

I hereby declare that the above written information is true to the best of my knowledge and belief.

Date:18-08-2023

Place: Bareilly

(Pooja Sharma)