**Kooda**

**CURRICULUM VITAE**

**Poonam Pant**

H. No C-300 SAI KUNJ,

NEW PALAM VIHAR,

GURGAON-122017 Gurgaon

CONTACT NO - **8368495806**

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# CAREER OBJECTIVE

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which help me to explore myself fully and realize my potential and learn more about the corporate environment and to gain rich realize my through my suitable efforts , to enhance my communication to gain rich experience through to work with team spirit.

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| --- | --- |
| **EDUCATION QUALIFICATION** |  |
| * 10th passed from UK board * 12th passed from UK board * B.A from HNBGU University | *.* |
| PROFESSIONAL TRAINING |  |

**I have completed my 6 months computer basic training from Decent Computer Education.**

* Essential knowledge of computer basics.
* Totally knowledge of MS-excel, MS- word, MS- power point.
* Knowledge of networking.
* Willingness to team facilitator hard worker.
* Have Knowledge experience in Sourcing through Job Portals, References, Networking sites and Head Hunting.
* Job Posting in Portals like monster and goggle SEO setting.

## PROFESSIONAL EXPERIENCE

* 1 Year Experience in Inbound Calling Tech Mahindra Pvt. Ltd
* 1 Year Experience in inbound calling Radical Mind Technology

EXTRACURRICULAR ACTIVITIES

* Represented School in various cultural events and Management Fests.
* Also take part in different dance activities. ● Music awards at school time.

## PERSONAL PROFILE

Date of Birth **:** 18 FEB 1995.

Marital Status :Single.

Hobbies **:** DANCING, MUSIC.

Languages Known:ENGLISH & HINDI.

Nationality **:** Indian

Strength **:** Diligent.

# DECLARE

Hereby I declare all the information given by me in this curriculum vitae is true according to my best knowledge.

Date:

Place: Gurgaon (

Poonam Pant )