**Resume**

Pooja Garg

Contact: 7987745159

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**Summary**

* Branch coordinating, Manager with the experience in management, maintenance of various data, fields, stock etc.
* Team Lead during collage projects and job.
* Experience working in automobile sector with automotive skills.
* A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
* Friendly with computers and technologies.
* Performing and managing Events like Moonstone2020 in university as a lead role successfully.
* Anchoring in many more platforms confidently.

**Educational Details**

* 10th MP Board, Indore
* 12th CBSE Board, Bhopal
* D.A.V.V. University, Indore (Graduation BBA-75%)

(Shree Cloth Market Institute of Professional Studies, Indore)

* Medi-Caps University, Indore MP
* MBA (Finance+ Marketing) (Pursing)

**Certification and Courses**

* Tally ERP 0.9 (with GST) 2017
* Advance Excel 2020
* Software Skills: MS Office (word, Power point, etc.)
* Debate, Dance, Art and craft, intercollege business activities, interschool competitions winning certifications

**Internships**

* swastika Investmart Market & stock Analysis 2020
* Ashman Foundation (Event Management) Pursuing

**Events**

* **Moonstone 2020 (Open Mic Event)-**

Host and directing event and performing Lead role successfully

* Anchoring in lots of platforms

**Professional Experience**

* **Currently working in Vinayak Ford( Vinayak Auto-link Pvt. Ltd), 10 MG Road, Near TI mall Indore**

**( May 2018 to Working till date) 2 year exp.**

Branch coordinator Back office Operations (RTO Management Claims management like Exchange warranties (working with Software Related ford working operations)

* Muktiya Kendra Data Entry operator and management whole working operation
* Teaching Experience in coaching institutes ( 11th -12th commerce students- all subjects)

**Skills**

* Inventory management
* Files management
* Documentation
* Department management
* Leadership skills
* Communication skills
* Interpersonal skills

**Interest and Hobbies**

* Dancing
* Cooking
* Riding Bikes
* Novel reading
* Listening deep music with cup of dark Coffee
* Technologies
* Google addiction
* Participating in all competitions

**Personal Details**

Name: Pooja Garg

Father’s name: Mr. Ashok Garg

Mother’s name: Mrs. Sushma Garg

Address: 282/1 Hukumchandra Colony, Punchkuiya Road,

Behind aerodrome road, Indore

Contact: 7987745159

**Declaration**

“I do hereby **declare** that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.”