Pooja Aasish Orskar DOB:15/08/1990

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Mumbai – 400099

**SUMMARY**

**Seeking a learning, challenging and progressive career in a reputedCompany which could provide me with sufficient opportunities to apply my academic knowledge for achieving organizational goal and as well as my personal enrichment.**

**EDUCATION**

* H.S.C PRAKASH COLLEGE, 2010
* S.S.C TAMBE SCHOOL, 2008

**SKILLS**

* Completed MS-CIT from KEERTI COMPUTERS.
* Completed TYPING Course 40 wpm

**WORK EXPERIENCE**

***Organization : Edocs solution private***

***Company.***

***Designation : Data Entry opretor***

***Period : from feb 2021 to Nov 2021***

***Organization : M/S Nucleus IT Enabled Services.***

***Designation : Executive***

***Period : from December, 2015 to March, 2018.***

* **Working in a audit Department for Auto Loan Process.**
* **Scrutinize the forms.**