**Pooja.M**

Poojam13aug@gmail.com

PHONE NOB : 8197345852

Bangalore JP Nagar chunchgatta main Road Beereshwara nagar .

# EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree/Course | Institute/College | University/Board | Percentage/ CGPA | Year of Passing |
| b.com , Commerce | BNM degree College | Banglore University | 70% | 2016 |

**Skills:**

* **Good Communication**
* **Fast Learner**
* **Computer Knowledge**

**Work History:**

**1 .Worked as an Receptionist and Billing exicutive**

**Having nearly 2 years experience**

**In Vardhman distribution**

**Roles and Responsibilities:**

* **Greeting Customers**
* **Handling calls and giving product information and taking orders.**
* **Fixing Appointments**
* **Handling Front Desk tasks**
* **Giving information they want and assist them**
* **Maintaining good relationship with customer**
* **Good Communication Skill.**

**2.worked as a ssa in Amazon for 3 months**

**AREAS OF INTEREST**

**I would like to Experience in every field I get opportunity to work.**

# HOBBIES

Browsing information,painting.

# PERSONAL DETAILS

Address #2,4th main 7th cross beereshwara nagar,chunchgatta main road Bangalore 62.

Banglore, Karnataka, 560062

Date of Birth 13/08/1996

Gender Female

Family Father, Mother, 2 younger Sisters

Nationality India

Marital Status Married

Languages Known English, kannada and Telugu

# DECLARATION

I hereby declare that the above information that I have provided is true to the best of my knowledge. I will be glad to provide further details, if require.

**Pooja.M**