

## **CURRICULUM VITAE**

**Miss.Pooja Jagannath Patil.**

**Address:-** 145/967, Sant Tukaram Nagar,  
Pimpri, Pune 411018.

**Mobile:+91-8698584820**

**Email: pp9518@gmail.com**

### **Objective:**

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

### **Educational Qualification:**

Degree	University/Board	Year of Passing	Percentage
B.C.A ( computer application)	Dr. D.Y. Patil College, Pimpri ,Pune.	2012	56.66%
H.S.C.	Kolhapur Board	2008	58.17%
S.S.C.	Kolhapur Board	2006	41.20%

### **Computer/Software Skills:**

Languages Known:	C, C++,.Net,vb6,
Web Technologies:	HTML,
Operating System:	MS-DOS, Windows-98/2007/XP

### **Certification course:-**

Linux(red hat) From Seed Institute Certification Course 3 Month.

**Organization name:-**

**1] Organization name :- ACE Kudale Cars,Pune**

Designation:- Office Assistant(EDP Dpt.).

Period – 01-05-2013 to 30/04/2014.

Responsibility –

- Enquiry & Booking Punching in system.
- Daily & Monthly Repotting.
- Maintain all documentation of Marketing dept

**2] Organization name :- Ameyash Solutions Event Management Company,Pune**

Designation:- Office Assistant

Period – 01-06-2014 to 31-11-2014.

Responsibility –

- Take follow-up of customers in participant in event .
- Maintain all documentation.
- Event Organize.

**3] Organization name :- Aspire Power Technologies, Pune**

Designation:- Office Assistant.

Period – 01-12-2014 to till date.

Responsibility –

- To prepare quotations.
- Stock Checking.
- Take follow-up of customers.
- Maintain all documentation of Marketing & Purchas department.

<b>Personal Information:</b>	
Name:	Pooja jagannath Patil.
Birth Date:	23 <sup>rd</sup> Aug 1991.
Permanent Address:	At/Post-Rethre(warana),Tal-Shahuwadi,Dist-Kolhapur. Pin-416214.
Email Address:	pp9518@gmail.com
Contact Number:	Mobile : +91- 8698584820.
Marital Status:	Single.
Nationality:	Indian.
Languages:	English, Hindi, Marathi.
Hobbies:	1) Traveling 2) Listening music.

### **DECLARATION**

I do here by declare that the above mentioned information are true to the best of my knowledge and belief.

Place : Pune

Date:

Signature

Miss. Pooja J.Patil