

# POONAM

kaseru khara new mandi Meerut cantt  
Near by K.k army gate -250001

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DOB 24.08.1998

## Objective

I am always ready to achieve higher goals and make the best use of time to accomplish my goals in an efficient and effective manner through self motivation

## Experience

### Aurum E-serve LLP

February 2019 - June 2020

customer support executive

Emails and outbound call from Customer regarding service request for machine and installation too.

## Education

### kendriya vidyalaya sikh lines Meerut cantt

High school  
2014 — 76%

### kendriya vidyalaya sikh lines Meerut cantt

Intermediate  
2016 — 71%

### CCS University Meerut

M.A in english  
2022 — 67%

## Skills

- Communication skills
- writing skills
- vocal skills
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## Additional Information

Father's name - Mr.Vijendra kumar  
Nationality - Indian  
Religion- Hindu

## Language

Hindi  
English  
Punjabi