

POONAM JAGTAP

Address: 52, Satyam fabula, behind
satyanarayan township,
Undera,Vadodara-391330

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Internship

- 2 month internship under tax consultant officer at S. V. Patel & company Vadodara.
- 2 month internship at Mr. clean services Pvt Ltd, Vadodara.

Skills

- Basic Knowledge of Account
- Management skills
- Microsoft Office Knowledge
- Tolerant and Flexible
- Positive Thinking
- Capability to work with other team members effectively

Interest

- Learning New Things
- Social Services
- Listening Music
- Travelling

Personal Details

- Date of Birth : 08/04/2001
- Marital status : Unmarried
- Nationality : Indian
- Language : Hindi, English, Gujarati, Marathi

Career Objective

I want to work with the organization Where I can establish myself Financially, Professionally and Socially by applying my knowledge & Skills acquired during my education.

Education

- **MBA Finance (2021-2023)**
Parul University , Vadodara
CGPA : 8.09
- **B.COM (2019-2021)**
M S University, Vadodara
CGPA : 7.60
- **HSC (2018)**
Alembic Vidhyalaya, Vadodara
Percentage : 75.06%
- **SSC (2016)**
Satyanarayan Vidhyalaya , Vadodara
Percentage : 75.16%

Extra Activities

- Successfully completed "Tally GST Course Certificate" conducted by 'Bright computer education' Sayajiganj, Vadodara.
- I completed Course on computer concept(CCC).