

CURRICULUM - VITAE

POOJA RAWAT

Address: C-Block House No-18 Street No-12

Dayalpur Delhi-110094

Mobile: 8376099098

Email.id-rawatpj6@gmail.com

Career Objective

I am fully responsible for all the work that I do. Future is a challenge and I will face it. Utilizing my potential and contributing in organizational growth, shouldering higher responsibilities and aspiring for professional growth. Wherever I am, aspire to reach the limits of success.

Qualification

- Pursuing M.com from IGNOU.
- Graduated (B.Com Programme) from Delhi University.
- 12th Passed from C.B.S.E Board.
- 10th Passed from C.B.S.E Board.

Work Experience

Nick of Time as a Admin and Accounts Executive.

Sep-2017 to Present

- Handling online portals of Amazon, Snapdeal, Flipkart & Paytm.
- Preparing sale and purchase bill, journal .
- Day to day Accounting.
- Maintain stationery stock.
- Preparing salary cheques for staff.

Computer Skill

- Basic Knowledge of Computer & Tally.
 - Average typing speed on keyboard.
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Personal Details

Father's Name : Mr. Kundan Singh Rawat
Date of Birth : 18-05-1998
Sex : Female
Marital Status : Unmarried

Nationality : Indian
Languages Known : Hindi, English

Declaration

I hereby declare that statements made above are true, complete and correct to the best of my knowledge and belief.

Date:

Place:- New Delhi

Pooja Rawat