

B-11-A, DDA Flats,
Sarai Basti,
Delhi-110035
Contact No. – 8447438917
Email id – pujakardam@gmail.com

OBJECTIVE:

To obtain a responsible position in an organization where knowledge & hard work will allow me the opportunity to grow & to become a successful professional.

ACADEMIC QUALIFICATION:

- ❖ B.A from Delhi University.
- ❖ 12th from CBSE.
- ❖ 10th from CBSE.

OTHER QUALIFICATION:

- ❖ Office Management from DLF Life Skill India in Delhi.(2011).

COMPUTER SKILLS:

- ❖ Proficient in MS office (Word, Excel, Access) all type of data feeding and Internet Usage.
- ❖ Data Entry.

WORK EXPERIENCE:

- ❖ Working as a Office Coordinator & Data Entry Operator under AISMTA (ALL INDIA SCHOOL MATHEMATICS TEACHER ASSOCIATION) 2 Aug. 2013 to till NOW.
- ❖ Working as a Office Coordinator under Fast Air Company at Feb. 2012 & 10 July 2013.

JOB PROFILE:

- ❖ Be prompt in providing help & assistance.
- ❖ Dealing public query.
- ❖ Fixed client meeting with our boss.
- ❖ Data entry.
- ❖ Coordinate office work.

KEY SKILLS AND ATTRIBUTES

- ❖ Committed towards the assignment given to me.
- ❖ Punctual.
- ❖ Ability to co-ordinate in a team.

PERSONAL DETAILS:

Name	:	Pooja Kardam
Father s name	:	Lt. Sh. Jai Bhagwan
Nationality	:	Indian
Gender	:	Female
DOB	:	05-01-1994
Marital status	:	Single
Religion	:	Hindu
Hobbies	:	Listening music, Reading books.

DATE.....

PLACE.....

(POOJA KARDAM)