

Career Objective:

“To pursue a challenging career and gain experience in the field of accounting to utilize my skills and be a part of progressive organization that gives a scope to enhance my knowledge towards the growth of the organization”.

Professional Summary:

- A self-motivated and hardworking individual with a bachelor’s degree in Commerce.
- Globally-focused fresh business graduate, with string awareness of complex business processes and financial ideas.
- Versatile and analytic individual aimed at achieving results to benefit the company in terms of high revenues and increased customer base.
- Excellently skilled in the field of accounting and finance.

Educational Qualification:

Course	Branch	Institution	Year of Passing	Aggregate %
B. Com	Commerce	Maharani Women’s Arts, Commerce and Management College	2018	75
12 th	Commerce(CEBA)	St. Anne’s Girls PU College (Bangalore)	2015	83
SSC/10 th	-	Indiranagar Cambridge School (Karnataka Board)	2013	70

Key Skills and Competencies:

- I am proficient with Microsoft office (Word, Excel, Power Point), MY SQL, HTML, C++
- Basic knowledge in Computerized Accounting along with Tally.

Experience:

1. Completed one year in muthoot finance as CPA which included evaluating customer records, complete loan applications and submit to loan committees for approval.
2. It also included to prepare daily mis of login files.
3. Basic kyc check for cibil and banking analysis.
4. Credit underwriting, cam preparation, income and banking analysis based on pay slips and bank statements of customers.

Pooja Shukla

Contact no:8867722797

Email: **ps800658@gmail.com**

Key Strengths:

- Quick learner
- Positive thinker
- Never give up
- Good written and communication skills
- Ability to adapt to changes
- Thorough knowledge of Accounting
- Willingness to learn.

Hobbies and Interests:

Travelling, Listening to Music, Reading novels.

Personal Snippets:

- Date of Birth: 09/06/1997
- Contact No:8867722797
- Language proficiency: English, Kannada & Hindi
- Marital Status / Gender: Single / Female
- Address: Pooja Shukla
#124 2nd Floor, A cross,
Nanja Reddy Colony,
Murugeshpalya,
Bengaluru - 560017

Declaration:

I hereby declare that the above furnished details are true to the best of my knowledge.

Date:27/08/2019

Place: BENGALURU

(POOJA SHUKLA)