**Pooja Santosh Saste**

Email : sastepooja1995@gmail.com

**Career Objective :**

To continuously enhance my knowledge, skill and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the my best ability.

**Educational Details :**

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| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Year of Passing** | **Percentage** |
| M.A(Economics)  2nd Year (Ext) | Pune University | Pursuing  (External) | \_ |
| BSc(comp.sci) | Pune University | 2016 | 60% |
| H.S.C | Maharashtra Board | 2013 | 57.33% |
| S.S.C | Maharashtra Board | 2011 | 83.82% |

**Primary Skill** : MS-CIT, Experience of handling Excel and QuickBooks.

**Operating System** : Windows-2007, XP, VISTA

**Application Software** : MS Office (MS-Word, MS-Excel, MS-PowerPoint)

Internet Web browsers.

**Extra-Curricular Activities :**

* Received “Grade B” in Elementary Grade Examination at school level.
* Received 2nd prize in intercollegiate Badminton competition.

**Skills** :

* Ability to work under pressure.
* Good team player and quick learner.
* Self-motivated and hardworking.

**Personal Details :**

Date of Birth : 26/04/1995

Language : Marathi, Hindi, English

Hobbies : Reading, Trekking, Painting

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