**Poonam Vashist**

Email: pvashist978@gmail.com

Mobile: +91-7404664155

**Career objective**

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* To seek a challenging positon to use my skill in commerce in banking and finance industry and to prove myself as a worthy member of the organization by contributing significantly to the organizational objectives and self-growth.

**Academic details**

* Master of Arts(Economics) from MDU Rohtak, with 58.05% marks.
* Bachelor of Commerce from MDU Rohtak, with 55% marks.
* Senior Secondary from CBSE Board, with 55% marks.
* Higher Secondary from CBSE Board, with 70% marks.

**Skill**

* Having excellent knowledge of economics, account and business studies.
* Strong communication and management skill.
* Having good knowledge of MS-office and TALLY.
* Self-motivated and keen to learn about banking industry.

**Work experience**

1. **Jyoti Prakash Sr. Sec School- Rohtak** (03-April-2018 to 03-Oct-2019)

Designation : PGT Commerce

Responsibilities:

* Preparing learning plans for students.
* Keeping tracks of regular progress of students.
* Focusing mainly on economics, accounting and business studies.
* Interacting with students, understanding their doubts and solving their problems.
* Assigning homework, grading them and motivating them.
* Having regular interaction with parents to keep them aware about areas of improvement in students and how they can contribute to it in efficient manner.

**Personal details**

Date of Birth : 08-Aug-1994

Marital Status : Married

Permanent Address : H.NO.122, Nand Vihar colony, Azad Nagar,

Hisar-125001 (Haryana)

**Declaration**

I am ready to work for the right opportunity to enhance my capability and knowledge.

Place: Hisar (Poonam Vashist)