



# POONAM SINGH

## Master of Commerce (M.Com)

### ABOUT ME

Date of Birth- Sep 24, 2002

Age- 22

Gender -Female

### CONTACT

Qr.NO-5/D, Street-62  
Sector-6, Bhilai (C.G.)

+91-9131756383

poonamsingh51173  
@gmail.com

### COMPUTER

### SKILLS

- ✓ MS Office Suite
- ✓ Internet
- ✓ Online Work.

### CAREER OBJECTIVE

To pursue a challenging career in leading and progressive research Organization offering opportunities for utilizing my skills towards the Growth of the organization.

### EXPERIENCE

- ✓ 1 year worked Experience in UTI Infrastructure Technology And Services Limited as Accountant and Banking related work.
- ✓ 2 Month worked Experience in Augtech Nextwealth IT Services Private Limited as Process Executive(Data) – Intern.

### ACADEMIC BACKGROUND

2022-2024	Master of Commerce (M.Com) Hemchand Yadav Vishwavidyalaya, Durg
2022-2023	Post Graduate Diploma in Computer Application (PGDCA) Dr. CV Raman University, Bilaspur
2019-2022	Bachelor of Commerce (B.Com) Hemchand Yadav Vishwavidyalaya, Durg
2018-2019	Senior Secondary Level (12 <sup>th</sup> Commerce) Chhattisgarh Board of Secondary Education
2016-2017	SSC (10 <sup>th</sup> ) Chhattisgarh Board of Secondary Education

### SKILLS

- ✓ Adaptive Nature and Quick Learner
- ✓ Hard working to get the Goal.
- ✓ Commercial awareness and financial knowledge
- ✓ Analytical and problem-solving

### DECLARATION

I am hereby confirming that all the information provided above is true to the best of my knowledge

Date:

Place: Bhilai

POONAM SINGH