



POOJA CHOUDHARY

House no. CM 103 Amarapali village, Kalapanther Indrapuram,
GHAZIABAD, 201010

91-8447262492

Mail- choudharyp580@gmail.com

Career Objective: Willing to work in an environment where my academic and professional qualification can be fully utilize and I can contribute positively to the success of organization.

Academic Credentials

Qualification	Year of Passing	School/College	Board/University	Percentage
X	2010	RSKV	C.B.S.E	60%
XII	2012	RSKV	C.B.S.E	62%
Graduation BBA	2015	IMS NOIDA,UP	CCS UNIVERSITY	60%
Post Graduation MBA	2018	SWAMI VIVEKANAND SUBHARTI UNIVERSITY	SWAMI VIVEKANAND SUBHARTI UNIVERSITY	64.95%

Personal Details

Gender : Female
Age : 24
Date of Birth : 27-01-1994
Father's Name : Mr. Om Prakash Choudhary

Certification Details

**PEARSON BUSINESS ENGLISH CERTIFICATION. (Online learning and Spoken English classes---
Speaking, listening, Reading, Writing, Grammar, Vocabulary, Pronunciation).**

PGDBM+ with Times Pro

Completed Post Graduate Diploma in Banking Management PGDBM+ With 94%.

Interpersonal Skills

- Good command in excel.
- Good calculation tactics.
- Never give up attitude.
- Always do smart work.
- Knowledge of tally.

Hobbies

-Reading books and Newspaper.

Summer training

- Analyse the competitor activity.
- Building customer base.
- Updating customer database.

Strengths

- Eagerness to learn & highly motivated.
- Ability to handle pressure, ability to work in a team.
- Hardworking.
- Sound knowledge of accounting principles.

Work Experience:

PROJECTS UNDERTAKEN:

- E-learning
- Immersion
- Pearson GO
- **Experience** in ICICI Prudential Life Insurance. Nov-2017 to May-2018
- Designation - FSC
- Role - Providing services to walk-in customers at ICICI Bank.
- Currently working as an Assistant Accountant in GERON ENGINEERING PVT. LTD.

Responsibilities.

- Completing purchase order.
- Managing Payroll.
- Completing reconciliation reports.
- Monthly GST Return preparation.
- Making E-way bills
- Book keeping & Maintain fillings process.
- Preparation of ITC-4 Job work
- Managing Petty Cash
- Understand their protection and investment needs.
- Identify and recommend solutions that fit their requirements the best.

- Offer the prospect or existing customer the complete range of products.
- Help complete the procedure necessary for processing the purchase of policy.
- Keep in touch with customers to ensure that their policy service requests are managed properly.
- Facilitate settlement of claims.

I hereby declare that all the above statements are true and complete to the best of my knowledge.

PLACE: GHAZIABAD

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