

CURRICULUM VITAE

Pooja Goswami

Mobile : +919891573931, 8448763531

Email: poojagoswami22@gmail.com



Career Objective

- ❖ A result oriented professional with approx. 4+years of exposure in industry.
- ❖ To work in an organization where I can show my talent and enhance my skill to meet company goal and objectives with full integrity.
- ❖ To obtain a management position, in which I am given the opportunity to play a direct role in the unlimited growth and success of solid organization.
- ❖ To secure a responsible career opportunity, where I can fully utilize my training, human resource and management skills, while making a significant contribution to the success of my employer.

Work Experience

Precision Products

16th December 2017 to till now

Executive Assistant to VP Marketing

Precision Products is the fastest growing Manufacturing Company in the Noida with interests in **P.T.M.T Tabs and C.P Bath fittings** **Brand names is Pearl, Elegant and Sparsh.**

✓ Key Responsibilities

- ❖ Checking Mails and Draft mails.
- ❖ Filter emails, highlight urgent correspondence and print attachments.
- ❖ Diaries and Calendar Management Like Calls, Visitors, Travels etc.
- ❖ Assisting in the creation of Power Point Presentation.
- ❖ Presentation for Monthly, Dealer and Distributors.
- ❖ Special Projects assistance (**Road Map Project**).
- ❖ Recoding and submission of minutes of all meetings.
- ❖ Prepare Format for Meeting and others.
- ❖ Maintain record minutes of meetings.
- ❖ Organizing all types Meetings.
- ❖ Follow-ups of Business Meeting.
- ❖ Hotel arrangements for foreign delegates.
- ❖ Travel arrangements including Visa, hotel booking, tickets and logistics.
- ❖ Arrange Meeting and fix-up appointment and plans.

CURRICULUM VITAE

Previous Employer

Prime Comfort Products Pvt Ltd
Executive Assistant to MD

5th May 2014 to December 2017

Prime Comfort Products Pvt Ltd is 3rd of the fastest growing Foam Manufacturing Company in the Greater Noida with interests in **Foam, Mattress, Cushions, and Pillows.**

✓ **Role and Responsibilities:**

- ❖ Checking Mails and Draft mails.
- ❖ Filter emails, highlight urgent correspondence and print attachments.
- ❖ Diaries and Calendar Management like: - Calls, Visitors, and Travels etc.
- ❖ Assisting in the creation of Power Point Presentation.
- ❖ Making Presentation for Dealer and Distributors.
- ❖ Recoding and submission of minutes of all meetings.
- ❖ Maintain record minutes of meetings.
- ❖ Organizing all types Meetings.
- ❖ Follow-ups of Business Meeting.
- ❖ Hotel arrangements for foreign delegates.
- ❖ Travel arrangements including Visa, hotel booking, tickets and logistics.
- ❖ Arrange Meeting and fix-up appointment and plans.
- ❖ Applying to Visa Process for Business Meetings and Personal.

Professional Qualification

- **Master of Business Administration** (Correspondence) from EIILM University, Greater Noida in 2011 with 1st Division.
- Completed one year Professional Diploma in **Computer Operator & Programming Assistant** from Jijabai Industrial Training Institute, Delhi-49.
- Completed six month's professional course in **IT Fundamental and RDBMS Using OOPS, C#, SQL** from NIIT, Saket New Delhi-62.
- Completed course in **Silver Light Animation** from NIIT, Saket New Delhi-62.
- Completed Course in **English for Excellence Primer** from NIIT, Saket New Delhi-62.

CURRICULUM VITAE

Educational Qualification

- **Master of Arts** (English) from Dr. Bhim Rao Ambedkar University, Agra in 2011 with 2nd Division.
- **Bachelor of Arts** (English) from Dr. Bhim Rao Ambedkar University, Agra in 2008 with 2nd Division.
- **Intermediate** from U.P Board in 2005, with 1st Division.
- **High School** from U.P Board in 2003 with 2nd Division.

Personal Details

Certificate Name	:	Pooja Rani
Father's Name	:	Mr. Bal Kishan
Permanent Address	:	I-202, BETA-2, Greater Noida, (U.P.) 201306
Expected Joining	:	Immediate
Present Salary CTC per Month	:	
Expected Salary CTC per Month	:	As per Company Norms

References Available on Demand:

Yours Sincerely

Date:

(Pooja Goswami)