

RESUME

Pooja Pathak

Mob. No- +91-7814515293

Email-ID:poojapathak12345678@gmail.com

Objective:

To have a career in a progressive organization that gives scope to apply my knowledge and skills and to work dynamically for personal and organizational growth.

Technical Skills:

- ◆ **Account: GST + Tally Erp9**
- ◆ **Operating System:Windowsx7,Window8,Window xp**
- ◆ **MS-Office: Ms Excel, Ms Word, Ms Power Point**

Experience :

Compnay Name :GuruNank Cold Stroage and Ice Factory

Designation :Computer operator and Tally

Duration :18 Aug 2019 and 30 June 2021

Work on Winvat software

I have manged excel and Account

I have managed client Account Bill

Educational Qualification :

PGDBM(BUSINESS MANAGEMENT)	LOVELY PROFESSIONAL UNIVERSITY	L.P.U	2020	55%
BSC (ECO)	G.N.B.L RAMGARHIA COLLEGE FOR WOMEN	G.N.D.U	2019	43%
12th	ARTS	P.S.E.B	2012	55%
10th		P.S.E.B	2010	62%

Training Details:

- **Completed 6months Training computer**
- **Completed 2 months Training GST+TALLY Couse**

Personal Information:	
Father's Name:	Mr. Surman Pathak
D.O.B.	23 jan 1996
Nationality:	Indian
Marital Status:	Unmarried
Language:	English, Hindi, Regional
Permanent Address:	Ihds -12 Thapar colony ,Jct mill Phagwara, Punjab -144401

Hobbies:
<ul style="list-style-type: none"> ♦ Book Reading, internet searching

Strengths:
<ul style="list-style-type: none"> ♦ Ability to think Positive, Hard Working & Self-confidence,

Declaration:
<ul style="list-style-type: none"> ♦ I hereby, declare that above mentioned information is valid to the best of my knowledge and beliefs.

Place: Phagwara

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