

Pooja singh bisht

Contact No. : 9669881715

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Career Objective

Seeking a good position in a supportive and co-operative environment with opportunities to enrich my knowledge, experience and skill in the emerging and challenging technologies while contributing my best.

Work Experience

- **1st June 2013 to 29th August 2016 Swadesh Developers & Builders
(Swadesh Group), Bhopal.**

Worked as an HR Associate and Marketing manager and was responsible for sales. Experienced in major responsibilities included working on Human Resource like, Attendance Management, Induction Programs, Administration, Maintaining Personal files Of Customers and Employees, Employee Relation, Salary Processing, Statutory Compliances.

Key skills

- Relationship Management with the existing customer groups.
- Inventory maintenance and outwards maintenance.
- Planning and managing several issues related to construction to the customer groups.
- Ensuring in time service to the customer groups.

Academic Profile

- Master of Business Administration.(M.B.A) 2015-2017
- Bachelor of Computer Application.(B.C.A) 2013-2015

- H.S.C. 12th Passed from M.P. Board. 2011
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Software skills

- Ms-office 2008
- Basic programming Language knowledge (C,C++)
- Web design knowledge (HTML, JavaScript, CSS3)

Personal Profile

Name : Pooja Singh Bisht

Date of Birth : 31-07-1993

Marital status : Married

Nationality : Indian

Languages Known : Hindi, English

Permanent Address : House No. I-2, Paryavaran Parisar,
E-5, Arera Colony Bhopal (M.P.)
Pincode: 462016

Present Address : B-12 A, 59-C,Dhawalgiri Apt, Sector-34,Noida

Date: 14-01-2019
Pooja Singh Bisht