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| **PUJA KUMARI**  Email: **kripooja2301@gmail.com**  Voice: +91-7835850400  **CAREER STATEMENT**  To attain excellence in the professional world by gaining experience and exposure and help the company grow in whatever way I can through hard work and determination.  **PROFILE**   * Confident, time management capability. * Can work efficiently in a group as well as an individual. * Self motivated, hard working and goal-oriented with a high degree of flexibility, creativity and commitment. * Great ability to deal with the clients queries, problems or complaints   **WORK EXPERIENCE**  **Company Name:** Vista Wealth Care PVT LTD. **Duration :** From 28th Jan 2016 to Till Date. **Job Profile:** Operations Executive.  **Company Name:** FIITJEE LTD Pune **Duration:** From Jan 2015 to Nov 2015. **Job Profile:** Academic Operations Executive.  **Company Name:** Axis Securities PVT Limited **Duration:** From June 2012 to Dec 2014. **Job Profile :** Sr. Business Development Executive  **RESPONSIBILITIES HANDLED**   * Office maintenance and administration works. * Solving the Problems related to Documentation. * Updating the clients regarding the status of their folio from time to time. * Preparing daily, weekly and monthly Transaction details. * Sending daily transaction statement to related RM & Clients. * Preparing Telecalling report daily, Weekly & Monthly. * Coordinating with associated School / Test Centres / FIITJEE Centres.Planning and Execution before Examination Activities. Overseeing the dispatch process of AITS /   Provide prompt & satisfactory inputs to students & parents. Ensuring speedy resolution of queries & grievances to maximize students & parents satisfaction.  **Administration**   * Office maintenance and administration works. * Approaching Clients for business development. * Ability to function in almost any scenario and go the extra mile to get the job done.   **SUMMER INTERNSHIP**   * SUMMER INTERNSHIP PROGRAMME in HCL CDC Ltd. F1 sec-8 Noida on Training & Development of Employees.   **EDUCATIONAL QUALIFICATIONS**   * 2012, MBA(HR & Marketing),U P T U Lucknow 67% * 2009, B.Sc(Zoology), L N M U Darbhanga University, 60% * 2005, A P S M College, 52% * 2001, S.S.C L K G High School, 66%   **PROFESSIONAL DEVELOPMENT**  **Technology:** MS Office, Internet  Expert in basic use of computer.  NISM certified.  IRDA certified.  **PERSONAL DOSSIER**  **Date of Birth:** 18th Jan 1989 **Languages:** Hindi, English **Hobbies**: Net surfing, Playing Indoor Games, Cooking  **Addressee**: Ashish Ranjan,WZ-72 A , Adarsh gali no .03, Palam Village Delhi |

PLACE:

DATE: PUJA KUMARI