***RESUME***

***POONAM SHARMA*** *97/19 F Block, Tomar Colony  
Near Pump House, Burari  
DELHI-110084*

# OBEJECTIVE.-I want to coordinate and control all activities in an Office effectively and efficiently which would help the organization to achieve its objectives and goals.

***EDUCATION QUALIFICATION***

* *10th Pass from C.B.S.E Board.*
* *12th Pass from C.B.S.E Board.*
* *GRADUATED from Kanpur University.****Skills:***
* *Capable of working under pressure and can meet deadlines as Scheduled.*
* *Have a good Accurate typing Speed of 30wpm.*
* *Capable of taking care of customer service activities and also front office Management .*

***WORK EXPERIENCE:***

*\* 2.5 Year’s in* ***AIRTEL*** *as a CRO at Narayana.*

*\* 1 Year as a Manager in a FLUID GYM in Rajender Nagar, New Delhi.*

\* 1 Year Experience in PMKVY skill india as a (MIM) Management Information System.

\* 3 years as a Manager in Addiction Gym & SPA in Rajender Nagar, Delhi.

I herewith acknowledge that the above information is correct to the best of my knowledge.

Father Name : Late MR.PRAKASH CHAND SHARMA  
DOB : 10/09/1985  
E-mail ID : Poonambhatt1985@yahoo.com  
Nationality : INDIAN  
Gender : FEMALE  
Religion : HINDU  
Marital Status : SINGLE  
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**Date: *POONAM SHARMA.***