

# **RESUME**

**POONAM**

e-mail:-

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## **CARRIER OBJECTIVE:-**

To succeed in an environment of grow and excellence and earn a job which provide me job

satisfaction and self- development and help me achieve personal as well as organization goal.

## **ACADMIC QUALIFICATION:-**

Examination	Board/University	Institute	Year
10 <sup>th</sup>	CBSE BOARD	R S K V EAST VINOD NAGAR	2009
12 <sup>TH</sup>	CBSE BOARD	R S K V EAST VINOD NAGAR	2011
B.COM	DELHI UNIVERSITY	DR B R AMBEDKAR COLLEGE	2014

## **WORKING EXPERIENCE:-**

- Worked with Porteck infoservices Pvt Ltd. as a Billing Executive for one year.
- Worked with Nthrive Global Solution Pvt Ltd as a Sr. Claim Processing Associate for One Year Nine months.
- Work with Pacific Access Healthcare Company as a Billing Executive for One Year Six Months.
- Worked with Emids Pvt Ltd as a Billing Executive for Five Months.

## **COMPUTER KNOWLEDGE:-**

- DIA (Computer Accounting) from IFA Institute.

## **STRENGTH:-**

- Hard Working
- Team Work
- Positive Attitude.

## **PERSONAL DETAILS:**

Father's Name	:	Mr. S.R. Sinha
Date of Birth	:	13.06.1993
Nationality	:	Indian
Gender	:	Female
Linguistic	:	Hindi, English
Marital Status	:	Married
Address	:	E-362 , Top Floor East Vinod Nagar, New Delhi-110091

## **DECLARATION :**

I hereby certify that all the information provided here is correct to the best of my knowledge and belief.

Date:

POONAM

Place :