

Poonam varma

134 DDA Flat Double Story welcome 110053

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Objective

- Seeking a position where I can contribute my knowledge, enthusiasm and skill that offer professional growth while being resourceful, innovative & flexible and to accomplish my goal by achieving organization's target.

Profile

- Motivated, flexible and versatile.

Software Skills

- Operating system: Windows 98/XP/2007.
- Proficiency in Ms Word, MsExcel, Power Point Presentation.

CORE AREAS / STRENGTHS

- Good communication, presentation and interpersonal skills.
- Creative and committed with an ability to perform under pressure and competitive situations.
- Hardworking, highly organized and detail oriented.
- Ability to manage multiple tasks in a challenging environment.
- Concerned with quality. Produce work that is orderly and attractive.

Technical Expertise: Windows, MS Office, Adobe Reader 7.0, Adobe Photoshop

Other Achievements

- Participating in INDIAN CULTURAL KNOWLEDGE TEST organized by INTERNATINAL GAYTRI FAMILY.
- 1st PRIZE in BADMINTON.
- **SELF DEFENCE TRAINING** organized by CRIME WOMEN CELL, DELHI POLICE

Education

- (10th standard) 2016 U.P Board.
- (12th Standard) SCIENCE STREAM 2018 UP Board.
- **BA.PROGRAMME (ARTS)** from Delhi University .North campus :
- **FC-DAC One year diploma.**

Personal Details _____

- **Name: POONAM VARMA**
- **Father's Name: MANOJ KUMAR VERMA**
- **Mother's Name: Mrs. GAYADEVI**
- **Date of birth: 1 JAN 2000**
- **Gender: FEMALE**
- **Marital Status: UNMARRIED**
- **Nationality: INDIAN**
- **Hobbies: PLAYING BADMINTON, PAINTING, SWIMMING, LISTENING MUSIC.**
- **Languages Known: ENGLISH, HINDI**

(POONAM VARMA)