

CURRICULUM VITAE

POOJA RAJAS SHAH.

Address :-

B-301, SURBHI APARTMENT,
GORASWADI LANE,
NEXT TO ADARSH GARDEN,
MALAD (WEST),
MUMBAI – 400 064.

Mob. No.: + 91-9820110983

E-mail ID : poojapanchal24@yahoo.com

OBJECTIVE :

- To enrich my knowledge and growth with best of my ability and skills and to reach the pinnacle of my profession through hard work, honesty and commitment.

WORK EXPERIENCE :

- | | | | |
|---|--------------|---|--------------------------------------|
| @ | ORGANIZATION | : | HOZZA. |
| | LOCATION | : | Sej Plaza, Marve Road, Malad (West). |
| | DESIGNATION | : | Pre Sales & Telecalling Assistant. |
| | DURATION | : | November 2022 To January 2024. |
| @ | ORGANIZATION | : | ART BEADS PVT LTD. |
| | LOCATION | : | Zakaria Road, Malad (West). |
| | DESIGNATION | : | Back office Assistant. |
| | DURATION | : | May 2011 To February 2012. |
| @ | ORGANIZATION | : | HSBC BANK DSA. |
| | LOCATION | : | Diamond Market, Malad (East). |
| | DESIGNATION | : | Team Leader. |
| | DURATION | : | February 2009 To November 2009. |

@ **ORGANIZATION** : **WALLUS LIFESTYLE.**

LOCATION : Sheepz, Andheri (East)

DESIGNATION : Data Entries Assistant.

DURATION : January 2008 to September 2008.

EDUCATIONAL QUALIFICATION :-

- Passed T.Y.B.A (Psychology as a major subject) from Maharashtra State Board in April 2010.
- Passed H.S.C.(Arts) from Maharashtra State Board in February 2007.
- Passed S.S.C. from Maharashtra State Board in March 2005.

OTHER QUALIFICATION :-

- Basic Computer Knowledge (Word, Excel, Power point etc.)

PERSONAL DETAILS :

- **DATE OF BIRTH** : 01st January, 1989.
- **GENDER** : Female.
- **MARITAL STATUS** : Married.
- **NATIONALITY** : Indian.

LANGUAGES KNOWN :-

- English
- Hindi
- Marathi
- Gujarati

DECLARATION:

- I declare myself familiar with computer operation aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

PLACE :- Mumbai
DATE :-

(POOJA R. SHAH)