

POOJA RAJWANI

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CAREER OBJECTIVE

- To be a part of the leading industry having growth potential, where I can effectively contribute to development of the group and develop my skills and knowledge as well.

Assets

- Self-confidence, excellent communication skill, Keeness for work, awareness for responsibilities, ability to work calmly even under pressure and in harmony with colleagues, Imaginative and inquiring state of mind.

ACADEMICS

QUALIFICATION	YEAR OF PASSING	BOARD/UNIVERSITY	INSTITUTE	PERCENTAGE /CGPA
M.com	2019	M.D.S. University	Govt. College, Ajmer	53%
B.com	2017	M.D.S. University	Govt. College, Ajmer	65.33%
Senior Secondary (XII Std)	2014	R.B.S.E.	Hari Sundar Sr. Sec. School, Ajmer	78.67%
Higher Secondary (X Std)	2012	R.B.S.E.	Hari Sundar Sr. Sec. School, Ajmer	63.33%

TECHNICAL SKILLS

- Basic Knowledge of Computer
- Typing in English & Hindi
- Internet
- RS-CIT, TALLY

Work Experience

- 2 Years Work Experience as a Teacher in School

Professional Skills

- Punctuality
- Professional Nature

PERSONAL DETAILS

- Date of Birth : 08th April 1996
- Father's Name : Mr. Radhakishan Rajwani
- Mother's Name : Mrs. Sunita Rajwani
- Language known : Hindi, English
- Sex : Female
- Marital Status : Unmarried
- Hobbies : Listening Music, Painting & Reading Books

DECLARATION

If an opportunity is given to me, I assure that my performance would be whole hearted, dedicated and always to the best of my capacity and in the prestige of the institute.

DATE-

PLACE- AJMER

(POOJA RAJWANI)