**CURRICULUM VITAE**

**Pooja kumari**

Tel: 7428489441

Poojakumarisona483@gmail.com

**Career Objective:**

To be a part of an Organization which gives me challenges and opportunities to learn and upgrade my knowledge skills to be a part of a team that dynamically works towards that growth of the organization.

**Education Qualification:**

|  |  |  |
| --- | --- | --- |
| **Examination** | **Year** | **Board/university** |
| 10th | 2014 | C.B.S.E |
| 12th | 2016 | C.B.S.E |
| Graduate( B.Com) | 2020 | Delhi University |
| M.COM |  | IGNOU (Pursuing) |

**Professional Experience**

1. 1.5 years’ experience as a Customer Care Executive Cum Receptionist in Centrum Motocycles LLP.
2. 1 Year experience as a Customer Care Executive in Samara Honda .
3. 3 Year as a Customer Care Executive Cum Receptionist in MG Cars Pvt ltd. Group till now.

**Skills:**

* Capable of making a good relationship in managerial approach to do a good team work.
* Smooth Interpersonal communication skill.
* Speaking and Writing in English & Hindi.
* Basic Knowledge of Computer with scanning.
* Effiicient Data Management Assisting Skills through Backend.

**Job Profile**

**Designation: Customer Support as well as Customer Care Executive**

**Personal Profile:**

* Sex Female
* Father Name. Jhagroo Mehto
* DOB 05.04.1999
* MS Single
* Nationality Indian
* Religion Hindu

**Current Address**

C.B 103 Ground Floor

Ring Raod

Naraina

New Delhi- 110028

**Declaration:**

I hereby declare that the above stated information is true and correct. If I am given an opportunity in your esteemed organization, then will perform my duties to your utmost satisfaction.

**(Pooja Kumari)**