

## **RESUME**

**Mrs.Pooja Sagar Pawar**

**Address : Yashwantnagar Wai,**

**Tal - Wai, Dist - Satara. 412 803.**

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### **Career Objective :**

I Would like career that gives me rich exposure through diverse assignment and working with people of higher Caliber.

### **Educational Qualification:**

<b>Examination</b>	<b>University</b>	<b>Year of Passing</b>	<b>Class</b>
M.B.A (Finance and HR)	Bharati Vidyapeeth	2023	First Class
B.sc.	Shivaji University	2016	First Class
H.S.C.	Kolhapur	2012	First Class
S.S.C.	Kolhapur	2010	First Class

### **Experience:**

- Office Admin (2019 –2020)
- Exide Life (Marketing venue-Wai)
- Manage phone calls ,correspondence emails, packages, letters.receiving and directing visitors,word processing,recruitment,onboarding new employees,compensation and employee benefits,workplace safety.

### **Skills:**

- General Basics And Good in using MS Office
- Team Leadership
- Budgeting
- Marketing Strategy
- Good Interpersonal Skills

Personal Details :	
Name	Pooja Sagar Pawar
Birth Date	31 <sup>th</sup> January 1996
Gender	Female
Marital Status	Married
Nationality	Indian
Languages Known	English, Marathi & Hindi
Hobby	Hardworking ,Reading & Driving

### **Declaration**

I hereby declare that the above-furnished information is true and correct to the best of my knowledge.

**Place :**

**Date:**

(Pooja Pawar)