

# **RESUME**

## **Pooja Aniket Arde**

**Mob. :** +91 88066 83822

**Email :** [poojasghadage@gmail.com](mailto:poojasghadage@gmail.com)

---

### **EDUCATIONAL QUALIFICATION: -**

<b>Exam</b>	<b>Board/University</b>	<b>Year/Month</b>	<b>Percentage</b>
B. Com (SY)	Nashik University	-	Appear
Computer Operator & Programming Assistant	Delhi University	Aug 2016	84.00%
HSC	Kolhapur University	Feb 2015	52.41%
SSC	Kolhapur University	Mar 2013	72.73%

### **EXPERIENCE: -**

- i) Currently working with Vaishnavi Enterprises, Wai (property related firm) from one year as an Assistant.
  - Generate Quotations/Estimates
  - Make Dast Agreements
  - Do Regular Billings
  - Office Assistance
- ii) Six months worked with Garware Wall Ropes Ltd., Wai in Store Dept.
  - Operate SAP system
  - Making Challans/Invoices in SAP
  - Maintain Warehouse stock in excel
- iii) One Year Worked with Godrej Interio, Shirwal in Human Resources (HR) Dept. (Apprenticeship Period)
  - Headcount Data Entry
  - Attendance Check, Leave Forms Update, Shift Update in Godrej HRIS System
  - Hazards, Nearmiss Update in Godrej Speedflow System
  - DSPS Report Generation
  - Muster Query Report Generation
  - Transport Arrangement & Billing
  - Data Entry of Contract Labors Personal Details
  - Contractors Billing Update
  - Notices Typing in English & Marathi

**EXTRA QUALIFICATIONS: -**

- MS-CIT

**PERSONAL DETAILS: -**

**Permanent Address** : Damale Aali, Gangapuri, Wai, Tal. - Wai, Dist. – Satara  
**Date of Birth** : 28 Aug 1997  
**Language Known** : Marathi, Hindi, English  
**Nationality** : Indian  
**Marital Status** : Married  
**Hobbies** : Running, Dancing

**DECLARATION: -**

I have declared that all above give information is true to the best of my knowledge and belief.

**Thanking You**

**(Pooja Aniket Arde)**