# **RESUME**

# **Pooja R. Dakhore Contact:** 8552058640

**(Pursuing MBA) E-mail:** poojadakhore001@gmail.com

**Objective:**

To effectively contribute in an organization as a manager, where my knowledge & skills can be utilized for the growth of the organization.

**Total Work Experience: (60 days)**

* **Company**:- Gim and Welth Management pvt. Company ,Nagpur.
* **Company**:- Accounting institude, Amravati.

**Education Details:**

* Currently pursuing MBA from Dr. Ambedkar Institutes of Management Studies and Research, Nagpur

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| --- | --- | --- | --- |
| **Degree / Certificate** | **University/Board** | **Year** | **Marks Obtained** |
| MBA 1st SEM | RTM Nagpur University | 2018 | 57% |
|  B.com | SGB Amravati University | 2017 | 68% |
| H.S.C.(12th) | Maharashtra State Board | 2014 | 74% |
| S.S.C. (10th) | Maharashtra State Board | 2012 | 72% |
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**Professional Training:**

* HR Certification,Daimsr Nagpur.
* **Gim and welth management company (finance) , Nagpur**

**Skills:**

MS-Office

Tally – ERP 9

Typing Marathi , English 30,40

**Personal Competencies:**

* Team Player
* Self-Motivated
* Flexible in learning.
* Quick Learner

**Personal Particulars:**

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| --- | --- |
| **Father’s Name** | : Mr. Rajendra P. Dakhore |
| **Date Of Birth** | : 27 Aug, 1996 |
| **Marital Status** | : Unmarried |
| **Nationality** | : Indian |
| **Languages Known** | : English, Hindi & Marathi |
| **Hobbies & Interests** | : Watching Animations, Listening Music. |

I hereby declare that above information is true as per my knowledge.

**Date:** 23/08/2018

**Place:** Nagpur

 **Pooja Dakhore**