

Resume

Poonam jha

Phone:-8511084082

E-mail:-poonamjha5529@gmail.com

Objective:

A challenging career which offers an opportunity to apply my skill knowledge with continuous learning and growth

ACADEMIC QUALIFICATION

Sr.No	Exam	University/ Board	Passing Year	Percentage/ Division
1	10 th	G.S.E.B	2017	61%
2	12 th	G.S.E.B	2019	57%
3	B.COM	V.N.S.G.U	2024	53%

Key Skills

Honest and Hardworking,
Active participation team woks.
Strong organizational skills

Work Experience

- I have worked with call Centre as a customer relationship.
- I have worked as a teacher in tuition class.
- I have worked LIC office as a data entry operator.
- Presently working in Panama Petrochem limited as a Accountant with receptionist

Professional Education

Diploma in Financial Accounting Duration 1 year from Gujarat Computer Training institute. Windows 2007, 2008, 2010

MS Office (Word, Excel, Outlook, PowerPoint, MS Access)

Tally Prime (Account, inventory, Payroll, Statutory Report, TDS, E-way Bill)

Internet, E-commerce, Net Banking etc.

Hobbies

- *Watching TV
- *Net surfing for information
- * Traveling

Strength

- *positive attitude
- *Self confidence
- * Adaptability
- *Patience

Personal information

Name : Poonam Pradeep Jha
Father name : Pradeep Jha
Address : Mangaldeep, Sarangpur, Rajpipla road, Ankleshwar, Gujrat - 393001
DOB : 01/01/2001
Gender : Female
Nationality : Indian
Marital Status : unmarred
Languages : Hindi, English, Gujarati

DECLARATION

I hereby declare that all the information provide in this resume is true to the best of my knowledge and belief "All the information shared in the resume is correct, and I take full responsibility for its correctness.

DATE:-

PLACE: -

Poonam Pradeep Jha