**RESUME**

**Mrs. Pooja Mehra**

E-4/9 Arera Colony Bhopal

[Email.id-poojamehra22069@gmail.com](mailto:Email.id-poojamehra22069@gmail.com)

Mobile no +91-7067260716

**OBJECTIVE**

To undertake a challenging role where I can showcase the skills acquired till date and get the opportunity to keep my learning curve and career on acceleration in mutual alignment with the organization and self – goal.

**PROFESSIONAL EXPERIENCE**

**Name of Organization:**

* Business executive as Employee in M.P. online and Big Bazar from 2013-2018.
* Front office management in Krishna cancer Hospital Bhopal from june-2020 to 2022.

**ACHIEVEMENTS**

* Attended seminar on advertisement design from Maharishi Vedic Vishwavidhyalaya PG College, Bhopal
* Participated in state level Debut competition at education by social N.G.O. from Bhopal.

**COMPUTER PROFICIENCY**

Software package : MS Office package (word, Excel, PPT)

Internet surfing : Email & Internet surfing

Certificate Course : 12th commerce with computer application (oracle/vb.ne

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination Passed** | **Board/ University** | **Name of Institution** | **% of Mark** | **Year of Passing** |
| B.com | Barkatullah University Bhopal | Govt. Maharishi Vedic Vishwavidhyalaya Bhopal | 67% | 2021 |
| Higher secondary school | Board Of Madhya Pradesh | Rajpushpa Higher sec. School, Arera Colony, Bhopal | 47% | 2013 |
| High School | Board Of Madhya Pradesh | Rajpushpa Higher sec. School, Arera Colony, Bhopal | 57% | 2011 |

**PERSONAL DETAILS**

Date of birth : 22nd june 1994

Gender : Female

Languages known : English, Hindi

Marital status : Married

Interest : Singing, dancing and Reading Books

Father’s Name : Mr. Kalyan Singh Mehra

Mother’s Name : Mrs. Rajni Mehra

**DECLARATION**

I confirmed that the information which has been provided by me is true to the best of my knowledge and belief.

**Place: Bhopal (MRS. POOJA MEHRA)**

**Date:**