**RESUME**

**PERSONAL PROFILE:**

|  |  |  |
| --- | --- | --- |
| Name | : | Mrs. Paigude Poonam Sachin. |
| Date of Birth | : | 3rd October, 1986. |
| Contact No. | : | (P)9922644408 (O) 9405010003 |
| Email | : | poonampaigude3@gmail.com |
| Address  | : | Lane No. 6, Shelar mala, Katraj-Kondhawa Road, Near Utkarsh Soc.,Katraj, Pune 411046. |
| Languages known | : | English, Marathi, Hindi. |
| Nationality | : | Indian |
| Domicile | : | Maharashtra |
| Cast | : | Hindu-Maratha |
| Hobbies | : | Reading, travelling |
| Marital Status   | : | Married |
| Gender | : | Female |

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of the exam** | **Board/University** | **Year of Passing** | **Marks in percentage** |
| 1. | B. Com. | Pune | 2007 | First class |
| 2. | HSC | Maharashtra | 2004 | 60.50% |
| 3. | SSC | Maharashtra | 2002 | 57.20% |

**OTHER QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of the exam** | **Institute** | **Year of Passing** | **Marks in percentage** |
| 1. | M. T. T. C. | Saraswati InstitutePune | 2022-23 | 87.2% |
| 2. | MS-CIT, TALLY | Suyash Computers | 2005-06 | 78%A Grade |

**EXPERIENCE : Nil.**

**SPECIAL ACHIEVMENTS : Nil.**

**KNOWLEDGE OF COMPUTER :** MS-CIT (Word, Excel, Power point, Tally 7.2)

**SALARY EXPECTED :** Negotiable

**SPECIAL APTITUDE :** Honest and neutral.

**CAREER OBJECTIVE :**

 To seek a challenging job where I can use my knowledge and skills for the growth of the institute or organization. At the same time learning new useful things and implementing the same to grow in professional life and personal life.

**Declaration:**

 Hereby I declare that all the above details given are true to the best of my knowledge. I shall be responsible for any incomplete information in my resume.

Place: Pune

Date:

Yours Faithfully,

(Mrs. Poonam Sachin Paigude)