**Curriculum Vitae**

**Pooja Kamble**

Date of Birth: 9th March 1993

Address: SR. No. 73/3, SMS Colony,

Datta Developers Dapodi

Pune 411012

Maharashtra

India

Mobile: 9762907368

E-mail: pooja.of.kamble@gmail.com

**Education**

2009 – 2011 High School Commerce Pune Board

2012 – 2014 B.com in Statistics – Pune University

**Work Experience**

2012 – 2014 Tech Sales Services, Assistant Accountant

2014 – 2015 English Teacher (Practice) Swami Samarth English Medium School, Chakan

**Other Skills**

Computer: Applications: Microsoft Office, Microsoft Word, Microsoft Excel, Power Point, And MemQ

**Key Specification:**

* Fluency In Hindi Marathi And English
* Interpersonal Skills
* Editing Skill
* Writing Skill
* Grammar, Punctuation and Spelling awareness
* Translating Concept