

CURRICULUM VITAE

POONAM MANGESH DEVLEKAR
AT. VERAL, SAMARTH VISHWA,
KHED

PIN CODE- 415709

E-mail: poonam.sanglikar14@gmail.com



OBJECTIVE

To work in a progressive and growing organization where my skills are realized and my knowledge is enhanced for my personal development as well as for the benefit of the organization.

EDUCATIONAL QUALIFICATION

Examination	University/Board	Passing Year	Percentage/Grade
S.S.C	Maharashtra Board	2005	57.60%
H.S.C	Maharashtra Board	2007	48.33%
B.Sc	Mumbai University	2019	B+
M.Sc	Mumbai University	2022	Appear

COMPUTER SKILL

- MS WORD, MS EXCEL, MS POWERPOINT, INTERNET SKILLS.
- Computer Basic Knowledge.
- Typing 30 WPS

WORK EXPERIENCE

- I have 2 years experience from Shree Samarth Krupa English Medium School, Veral.
- I have 1 year experience from Umme Khadija English Medium School, Visapur.

PERSONAL STRENGTH:

- Able to communicate with people at all level of responsibility.
- Enthusiastic motivated self-starter who relates to people extremely well.
- Able to meet deadlines as a result of being regular, hardworking & well organized.
- Demonstrated ability to react and perform well under pressure.

- Enjoy business marketing and networking events.
- Able to work instinctively with good imitative.

PERSONAL DETAILS

PERMANENT ADDRESS : Poonam Mangesh Devlekar
At Post- Khavati, Tal- Khed
Dist- Ratnagiri
Pin Code-415640

FATHERS NAME : Dhondiram Darma Sangalika
DATE OF BIRTH : 14/04/1990
GENDER : Female
RELIGION : SC
NATIONALITY : Indian
MARRITAL STATUS : Married
LANGUAGE KNOWS : English, Hindi & Marathi.

Declaration :

I Hereby Declared that above stated information is true to the best of my Knowledge and belief.

Date :

PLACE : KHED

Your Sincerely,

(Poonam Mangesh Devlekar)