

CURRICULAM VITAE

NAME : POOJA CHAUHAN
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CAREER OBJECTIVE:

To be a part of an organisation that provides me a job full of opportunities and challenges to prove my skills & a sound and supportive environment for mutual development so that I can prove myself to be an asset and work whole heartedly for the organization.

PROFESSIONAL QUALIFICATION

PGDM (2008-2010)

Specialization -:

Human Resource Management

Institute of Productivity & Management, Meerut (A.I.C.T.E. approved)

ACADEMIC QUALIFICATIONS:

- M.Sc.(Maths) from Ch. Charan Singh University in 2005.
- B.Sc.(PCM) from Ch. Charan Singh University in 2002.
- Sr. secondary from C.B.S.E Board in 1999.
- Hr. secondary from C.B.S.E Board in 1997.

WORK EXPERIENCE:

- Worked as lecturer in GOCHAR MAHAVIDYALAYA, RAMPUR MANIHARAN, SAHARANPUR from 2005-2008.
- Presently working as lecturer in INSTITUTE OF BUSINESS STUDIES, CH. CHARAN SINGH UNIVERSITY,MEERUT from session 2010 onwards.

PROJECTS UNDERTAKEN:

WINTER PROJECT :

Project Title- "TO STUDY THE BUYING PREFERENCE OF PEOPLE OF MEERUT IN MODERN RETAIL ENVIRONMENT."

SUMMER TRAINING PROJECT :

Project Title- "TO STUDY THE EFFECTIVENESS OF THE RECRUITMENT AND SELECTION PROCESS OF ITC Ltd. AT SAHARANPUR."

COMPUTER PROFICIENCY

- 'C' programming, C++.
- Basic knowledge in **Microsoft Office**.

ACADEMIC PROJECTS:

- Entrepreneurial Plan of COACHING INSTITUTE under management paper.
- Analysis of the Aggregate Planning of “Dewan Textile Mills” in Meerut in the year 2008.
- Analysis of Performance Appraisal Practices adopted by Oriental Insurance Group, Meerut.
- Worked as an HR manager in a simulated Telecom Business. My role was to implement HR practices in alignment with the organization.

ACHIEVEMENTS:

- Participated and won many competitions (Skit, Group songs, Sports, Essay writing) during my studies upto Sr. Secondary.
- Actively participated in **Seminar, Cultural activities, Management games** held at IPM (Meerut) in the year 2008.
- Participated in **organizing Fiesta 2008** held at IPM, Meerut.
- Won 2nd prize in **Case Study Presentation on Marketing Management** in 2008.
- Head Girl in school.
- Anchored various events in college on regular basis.

SKILLS AND ABILITIES

- Ability to establish rapport and work in a team.
- Strong willingness to learn new skills and abilities and observe perception.
- Acumen for taking responsibility and high interpersonal skills.
- Leadership quality and smart working.
- Pacifist and interactive.
- Ability to give good results under all working conditions when trusted and given responsibility.

PERSONAL DOSSIER:

Date of Birth : 21st Feb. 1982.
Gender : Female
Marital status : married.
Nationality : Indian
Language : Hindi, English

Father's name : Mr. Vijay Chauhan.
Occupation : Businessman

E-Mail: poojachauhan2107@gmail.com

DECLARATION:

I hereby declare that all information furnished above is true to best of my knowledge. Please give an opportunity to serve for your esteemed organization.

DATE:
PLACE:

POOJA CHAUHAN