

RESUME

POOJA

Mobile : 8074796018
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CAREER OBJECTIVE :-

Enthusiastic and quick-learning B.Com graduate eager to secure an opportunity in a challenging and growth-oriented environment. A comprehensive understanding of business operations, marketing fundamentals, and organizational management and to contribute a positive work environment with proactive approach to support the company's growth initiatives.

Professional Experience :-

Backend Operator

Jun 2024 - Apr 2025

- Assisted as Backend operator in overseeing the daily operations of 318 units in Luxury Apartment Community
- Managed and organized maintenance requests efficiently within the backend system, enabling prompt dispatch and tracking of service, leading to higher tenant satisfaction.
- Generated accurate and timely reports on property occupancy and tenant demographics, supporting informed decision-making for improved tenant services and community building.
- Maintained accurate and up-to-date tenant data in the property management system, facilitating efficient communication and service delivery.

Bench Sales Recruiter Intern

Sep 2023 - Dec 2023

- Built and maintained a strong pipeline of bench candidates across diverse IT skill sets.
- Improved organizational and time-management skills by managing multiple candidate profiles and deadlines simultaneously.
- Learned effective sourcing techniques and the utilization of various recruitment tools and platforms.

ACADEMIC QUALIFICATIONS :-

Examination Passed - Year	Board	College	Course	Percentage
Degree - 2023	Osmania University	Spoorthy Women's Degree College	B.Com (Computers)	80%
Intermediate - 2020	Board of Intermediate	Smt A Shyamala Devi Junior College	CEC	60%
SSC - 2018	Board of Secondary Education	Sri Sathya Sai Vidya Vihar High School	SSC	6.8

Technical Skills :-

- Operating Systems : Windows 7/8/10
- MS Office. : Word,Excel,...etc
- Typing Skills : Lower (30 words WPM)

Soft Skills :-

- Excellent Verbal Communication
- Critical Thinking
- Adaptability
- Strong Work Ethic
- Openness to Learning

Hobbies:-

- Playing Kabbadi
- Watching Cricket
- Listening To Music
- Travelling
- Learning New Things