

Curriculum Vitae

Pooja Vaghela

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Career Objective:

- To Excel My growth and achieve goal through Knowledge, Skills and hard work.
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Academic Qualification:

- Completed 10th Exam from CBSE Board in Year 2015.
 - Completed 12th Exam from CBSE Board in year 2017.
 - B.com graduated from Satyawati Collage at (University of Delhi) in Year 2020.
 - Completed MBA from Satyakam Bhawan at (University of Delhi) in Year 2025.
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Professional Qualification:

- Completed N.P.T.T (Nursery Primary Teacher Training)
 - Completed E.C.C.E. (Early Childhood Care and Education)
 - Smile Twin-e - learning Programme course of four months From Navjyoti India Foundation.
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Career Highlights

- **Overall 6.5 years of experience.**
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Current Employment

- **Organization-** JDA INFRA LIMITED
 - **Designation-** HR Manager
 - **Duration-** Since 26th of Nov 2024 to 09th of Dec 2025
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Previous Employment

- **Organization-** The Thekedaar Pvt. Ltd.
 - **Designation-** Administration (HR)
 - **Duration-** 7th Nov 2023 to 30th Aug 2024.
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Previous Employment

- **Organization-** AB Motoss EV Pvt. Ltd.
 - **Designation-** Administration (HR)
 - **Duration-** 15th July 2021 to 30th Aug 2023 (2 years)
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Previous Employment

- **Organization-** I & S Buildtech Pvt Ltd.
 - **Designation-** Collection Executive in backend
 - **Duration-** 10th Dec 2019 to 30th June 2021 (1 year 7 months)
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Previous Employment

- **Organization-** Deal money Securities Pvt. Ltd.
 - **Designation-** Customer Support Executive
 - **Duration-** 4th Feb 2019 to 9th Dec 2019 (10 months).
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Computer Skill:

- **Software & Tools:** M.S Office (Excel), Google Sheets, **Massist** CRM Software.
 - **Internet:** Net Surfing aur Online Portals handling.
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Key Skills

- **HR & Recruitment:** Non-IT Recruitment, Hiring of New Prospected Candidates, aur Documentation Attention to get details.
 - **Operations:** Lead generation from **India Mart** Portal aur Collections of payments.
 - **Professional:** Management, Leadership, Communication, Innovation, aur Attention to detail.
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Personal Details:

- **PERMANENT ADDRESS** : House No. 998, H2 Block,
Jahangirpuri, Delhi Pin: 110033
 - **FATHERS NAME** : Mr. Shankar Vaghela
 - **DATE OF BIRTH** : 2nd July 1998
 - **MARTIAL STATUS** : Single
 - **HOBBIES** : Painting, Music, Cooking
 - **LANGUAGES KNOWN** : English, Hindi, and Gujarati.
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Declaration:

I hereby declare that all information furnished above is true to the Best of my knowledge.

Pooja Vaghela

