

# RESUME

## POOJA CHANDANI

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### EDUCATIONAL QUALIFICATIONS

COURSE	YEAR	INSTITUTE/UNIVERSITY/SCHOOL	MARKS
CMA Foundation	2022	ICMAI	(241/400)
Class 12 <sup>th</sup>	2022	ST MARYS CONVENT SR. SEC. SCHOOL	81%
Class 10 <sup>th</sup>	2020	ST THOMAS CONVENT SCHOOL	80%
BBA 1 <sup>ST</sup> YEAR	2023	FUTURE VISION COLLEGE	75%
BBA 2 <sup>ND</sup> YEAR	2024	FUTURE VISION COLLEGE	82%

### TECHNICAL KNOWLEDGE & SKILLS

- Can easily adopt to any accounting software or any computerized environment
- Profound knowledge of MS Office with general-level skills.
- Customer service, communication, time management, teamwork.

### WORK EXPERIENCE

- CMA intermediate intern at Nilesh Agrawal & Associates [Jan 2024-Present]

### STRENGTH & HOBBIES

- Hard & Smart Working
- Friendly and Energetic
- Book Reading
- Good Communication skill
- Honest & Punctual
- Enthusiastic and reliable

### PERSONAL DETAILS

Father's Name : Kishan Chandani  
DOB : 14/10/2004  
Address : 186, Alakdham Nagar Ujjain, MP

### DECLARATION

I hereby declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above mentioned details. Seeking exposure in an organization of well repute which can enhance my professional and personal capabilities and be catalyst in my career growth.