

N Poonam Devi

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Delhi NCR.

ABOUT ME

Driven MBA student focusing on finance with a solid background in analyzing finances planning investments, and managing company money. Shown to use number skills and market knowledge to help make smart choices. Good at working in busy settings and getting things done through careful research and fresh ideas.

SKILLS

- MS Office: Excel, PowerPoint, Word, Outlook
 - Data Visualization: Tally
 - Designing: Canva
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PROFESSIONAL EXPERIENCE

NoBroker Technologies Solution

Feb 2024 - August2024

Operation Intern

- Executed ground sales initiatives for No Broker's home salon services and conducted cold calls to recruit new cleaning service providers.
- Delivered sales training sessions for new intern Negotiated with society managers to obtain permissions for offline salon events.
- Managed and maintained data for event coordination and sales tracking.

VSS Innovative Technologies

July. 2019 - August 2019

HR Co-ordinator Intern

- Assisted in the recruitment process by posting job openings, reviewing resumes, and conducting initial candidate screenings. Coordinated interviews, scheduled meetings, and communicated with candidates and hiring managers to ensure a smooth interview process.
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EDUCATION & CERTIFICATIONS

Master of Business Administration (2022 - 2024)

Financial and Accounting

Garden City University ,Bengaluru

Bachelor in Business Administration(2017 - 2020)

Gauhati University, Assam

Higher Secondary School (2015 - 2017)

Commerce, CBSE

Kendriya Vidyalaya Narengi ,Assam

- Certificate from edX in Corporate Finance- 2023
- Certificate from edX in soft skill & Customer service skill the operation of the bake sale- 2023

EXTRACURRICULAR ACTIVITIES

Volunteered at NASSCOM GCC Conclave

Sheraton Grand , Bengaluru

Started the startup Build & Connect

Garden City University

Societal Project

Healthcare and Sanitization