



POOJA PHULE

Teacher

CONTACT



8485031949



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1668,Gajkamal,Bhopale Road,
Sangola.413 307.Dist:Solapur

SKILLS

- Team Work
- Time Management
- Leadership
- Verbal & Written
Communication

LANGUAGE

- English
- Hindi
- Marathi

PROFESSIONAL PROFILE

Degree with Computer Science with 8 years experience in Typing Institute.

Got experience of communication, hardworking, handling computer skill Typing speed and coaching skill. I am Creative,Motivated,Time management,SharpMinded,Multitasking,Goaloriented.
Love learning new things everyday.

WORK EXPERIENCE

I have been working and handling my Father's Typing Institute since 8 year's.

EDUCATION

Bachelor Degree of Computer Science 2009

Solapur University of Solapur

CERTIFICATION

- Skill Development Course by NSDC programme - 2024
- Banking and Finance Course by NSDC programme - 2024
- Certificate of Excel for Beginners by Great Learning Academy in April 2024
- Certificate of Vlookup by Great Learning Academy 2024
- Certificate of Pivot table by Great Learning Academy 2024
- Certificate of Customer Management by Great Learning Academy in 2024
- MS-CIT
- Typing

COMPUTER SKILLS

- Typing speed with 30wpm and 40 wpm
- MS-Office
- MS-Excel
- Email writing
- Canva

SUMMARY

I consider myself a responsible and orderly person .I am looking forward for my first work experience in the Corporate .