



## CONTACT

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 8485031949

 misspp1155@gmail.com

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

## SKILLS

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

## LANGUAGE

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- English
- Hindi
- Marathi

# POOJA PHULE

Teacher

## PROFESSIONAL PROFILE

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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

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

## EDUCATION

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Bachelor Degree of Computer Science 2009

Solapur University of Solapur

## CERTIFICATION

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- 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

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

## SUMMARY

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