
 H.N 38,Achli Gate, Batala  
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# POOJA

**OBJECTIVE** I am seeking a role in your company where I can contribute my ideas and be mentored toward a successful career. Grateful for the success that I earned with learning.

**SKILLS & ABILITIES** Communication skills, Teamwork, Management, Negotiation, Analytical skills, Tally, attentive listening, MS Office, and Digital Marketing.

**WORK EXPERIENCE** **1/11/2021 to 01/03/2023**  
**Office Executive**  
**AJANTA VALVES, BATALA**

I Built and maintained websites and generated leads from various online platforms, I created and prepared reports in Excel, digital marketing, SMM, and SEO. I was responsible for the day-to-day duties.

**02/05/2023 to 29/04/2024**  
**Education Counsellor**  
**IDP Education Pvt. Ltd**

I worked as a qualified Canada destination counselor, My work Involved assisting and advising students on international education. As a Counsellor I provided counseling services to students to find the right institution that best meets their learning and career aspirations.

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## EDUCATION

### GURU NANAK DEV UNIVERSITY, AMRITSAR

DEGREE: -BACHELORS OF ARTS in {ECO/COMP.SCI/ELEC ENG}  
2017 TO 2020

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## ACHIVEMENTS

- Received Appreciation Certificate Celebrations Prade-15/08/2013
  - Completed Basic Computer Science course from Softskills Institute of Technology in August 2017.
  - Successfully completed Indigo Customer Service ACE Training program on 2022.
  - Completed Counsellor Trainee Internship from IDP
  - Content Writer : <https://www.idp.com/india/blog/masters-of-food-technology-in-canada/>
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## SPEAK LANGAUGE's

English/Hindi/Punjabi/French

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