

# POOJA VIJAY JADHAV

PHONE- 7558711726 / Email - [poojajadhav2738@gmail.com](mailto:poojajadhav2738@gmail.com) ( DOB 27 / 03 / 2000 ) - Unmarried  
AT POST GODOLI – SAINAGARI. SATARA 415001, Near by SHAHUNAGARI SATARA – 123/1/3 C – 06 SAINAGARI

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## CAREER OBJECTIVE

To find a position within a workplace that challenges me to perform and improve my skills, an environment that offers me to help others as much as learn from them and an opportunity for growth and career advancement.

## EXPERIENCE

### BANK OF MAHARASHTRA – SATARA

- **Recovery Department:** Contact customers with overdue accounts, negotiate repayment plans, document interactions, and report progress.
- **Operational Activity:** Allocate tasks, handle customer inquiries, monitor transactions, and prepare daily reports. : Assist with ATM issues, manage PIN generation and resets, resolve transaction discrepancies, coordinate maintenance, and guide customers on ATM usage.
- **Account Opening:** Assist customers with opening accounts, verify documents, enter data, ensure compliance, and follow up on pending issues.
- **Gold Loan Processing:** Evaluate gold, collect documents, process loans, explain terms, and ensure secure storage.

## EDUCATION

2015

10 . STANDARD ( 91.04 % )

Annasaheb kalyani vidyalay camp satara

2016 - 2017

12 . COMMARCE ( 82 % )

Dhananjayrao Dadgil collage of commarce

2017 – 2020

**B.COM DEGREE COMPLATE . ( 86 % )**

Shivaji University Kolhapur

2020 – 2022

**M.COM P.G COMPLATE . ( 70.81 % )**

Shivaji University Kolhapur

2020 – 2022

**MBA - DIPLOMA IN FINANCE MANAGEMENT. ( 86 % )**

MIT institute ( School of distance education )

## **SKILLS**

- Creative thinking .
- Good Communication Skills .
- Positive Approach & Attitude .
- Self-learner & Loyal to work .
- MS-CIT – MS Office Exlence
- TYEPING - ( PUNE BOARD 30 / 40 WPM )

## **EXTRA-ACTIVITIES**

- **1 Month Practice in CA Assistance** for -
  - Bookkeeping: Financial Reporting, Audit Assistance,
  - Tax Preparation for ClientCommunication,
  - Administrative Tasks: Performing general office duties such as filing, scheduling appointments, and managing correspondence.
- **1 Month Practice HR Dipartment –**
  - Benefits Administration:Budgeting and Forecasting:
  - Processing and reimbursing employee expenses, such as travel, training, and office supplies.Preparing financial reports related to HR activities, such as payroll summaries, benefits cost analyses, and budget reports.
  - Maintaining accurate and up-to-date financial records related to HR activities, including payroll, benefits, and expenses.

## **TECHNICAL SKILLS**

- Mailing and Printing Knowledge .
- MS-office – word, Exe ; PPT .
- Soft handling Digital Media .& Intrenet brousing .
- Backoffice And File Handling

**Now** - I have successfully cleared the Chartered Accountant Fundamental Exam and am now pursuing the intermediate Exam. This progression demonstrates my commitment to completing the rigorous CA program and achieving full certification as a Chartered Accountant.

## **DECLARATION**

I hereby declare that all above particulars are true to best of my knowledge and belief.

**PLACE / DATE**

**SIGNATURE**