

# CURRICULUM VITAE

## Pooja Kadyan

☎ : +91 7404567603  
✉ : [poojakadyan0310@gmail.com](mailto:poojakadyan0310@gmail.com)

Res. Add : 23 Sec. Old Housing Board,  
Sonipat, Haryana.

Curr. Add : House no 161  
Sector -54 Mohali. 160059

**USP:** Adaptable and Potency to gain knowledge and apply the same promptly to the job assigned.

### ❖ Professional Qualification

- Earned M.B.A degree from **Swami Vivekanand Subharti University**.
- Obtained B.B.A degree from **Maharshi Dayanand University** in 2015 with 75% marks.

### ❖ Academic Qualification

- Passed 10<sup>th</sup> from **HBSE. Bhiwani** in 2010
- Passed 12<sup>th</sup> from **HBSE. Bhiwani** in 2012

### ❖ Work Experience

<u>Job Role</u>	<u>Company</u>	<u>Location</u>	<u>Year</u>
Digital Marketing Manager	Magnificent Films Production	Mohali	2020-2022
E. A./ Wordpress Designer/ D.M	Takshido Online Solutions	Sonipat	2019-2020
Branch Manager	Magnificent Films Production	Sonipat	2018-2019
Branch Manager	Startup Gurukul Academy	Sonipat	2018-2018
HR Assistant	PR capital investment Pvt. Ltd.	Sonipat	2017-2018
HR (Talent Acquisition Executive)	Career Vista	Sonipat	2016-2017
Talent Acquisition Executive	Bright Career Solution	Sonipat	2015-2016

## ❖ Personal Assets

- ✓ Good communication skill.
- ✓ Confident and energetic with ability to learn
- ✓ Ability to deal with people and convince them
- ✓ Time Management.
- ✓ Hard Working
- ✓ Passionate about work

## ❖ Management skills

**Branch Manager & HR. Consultant**

## ❖ Technical Skills

<u>Skill</u>	<u>Level</u>
Wordpress Designer	Professional
Social Media Optimizer/Marketer	Professional
Search Engine Optimization	Intermediate
Ads (Facebook,Instagram, Google)	Professional
Graphic Designing via Canva	Professional
Graphic Designing via Photoshop & Corel	Basic
Computer Hardware	Basic
Windows Softwares & Portals	Basic

## ❖ Hobbies

Reading Books/ Newspaper  
Learning a new Language  
Travelling

## ❖ Personal Details

Father's Name : Mr. Om Prakash  
Mother's Name : Mrs. Rekha  
Date of Birth : 03 Oct, 1995  
Gender : Female  
Nationality : Indian  
Language Known : Hindi, English, Punjabi

## ❖ Declaration

I hereby declare that the above written particulars are best of my knowledge & belief.

Date :  
*Pooja Kadyan*