**Pooja Parashar**

**Mobile**: 8587943345, 7888815604

**Email**:​ pjparashar96@gmail.com​

# Career Summary

* Seeking to work with such organization that will give me the opportunity to utilize my skill set for my own development and the progress of the organization.
* Intend to build a career which will help me to explore myself fully and realize my potential.  To take up a challenging career which offers continuous opportunity to move up on the ladder and be the part of a team in achieving the required objective.

# Skills

* Strong communication and interpersonal skills
* Passion for continuous learning
* Innovative and creative thinking
* Can do better work under pressure
* Helpful for others in need
* Able to motivate others
* Positive and calm attitude

# Responsibilities

* Was a second in-charge of students of my college in the field trip named as

“Gyanodaya”

* Volunteered the cultural events in the college
* Represented the college in Delhi University fest program
* Represented the college in intra-college and inter-college fest program

# Certification

* Participation certificate by Delhi University for “Gyanodaya” trip in 2014.
* Second position in ‘debate competition’ in 2014.
* Third position in ‘debate competition’ in 2015.
* Second position in ‘one-act play’ in college fest 2015.

**Experience**

* Executive Assistant in CPJ College Narela, from January 2021 to 10 November 2021.

# Educational Qualification

* Pursuing Journalism and Mass Communication from IGNOU
* Senior secondary from C.B.S.E in 2013
* Higher secondary from C.B.S.E in 2011
* B.A.(Hons.) Political Science from D.U in 2016
* M.A Political Science from IGNOU in 2020

# Interests and Hobbies

* Listening music
* Dancing
* Art and Craft
* Reading books

# Strengths

* Honesty
* Persistence
* Hardworking
* Punctuality
* Adaptability
* Flexibility  Sincerity
* Optimistic

# Weakness

* Straightforward
* Impatient
* Sensitive
* Can’t deny if anyone ask for help
* To speak lie is a difficult task
* More talkative

# Personal Details

Date of Birth: March 8, 1996

Father’s name: NareshParashar

Language Proficiency: Hindi, English

Address :260-C, C-block, Prem Nagar, Najafgarh, New Delhi-110043

**Date**​ **:**​

# Signature