



POOJA DEVI

ASSOCIATE

✉ poojashyam20@gmail.com

☎ +971 526409533

EDUCATION

Bachelor of commerce in
Corporate Secretaryship
Dr.G.R.Damodaran College of Science
22017 - 2020 (75.5%)

HSC
**GRG Matriculation Higher
Secondary School**
2016 - 2017 (94.5%)

SSLC
**KG Matriculation Higher
Secondary School**
2014 - 2015 (89.1%)

SKILLS

- Typing Speed - 70wpm with zero errors
- Multitasking
- Quick Learner
- Communication skills
- Project Management skills
- Analytical Thinking

LANGUAGE

- English
- Nepali
- Tamil
- Hindi

About Me

A highly organized and process- oriented professional with 2 years of experience in process- related roles. Expert multitasker with a proven ability to identify and resolve issues quickly and effectively. Responsible, detail-oriented, and self-motivated, with a strong track record of success in process-related roles.

WORK EXPERIENCE

March 2021-August 2021

Maarksman Communication

Customer Relationship Executive

- Maintained Customer Businessess category to create digital catalog
- Source required information through customer website and post the data through business website

August 2021-July 2022

Icons Technologies

Process Associate

- Worked in Dental Process Localizing anatomy within CBCT Dicom Files and followed patient privacy regulations for radiology reports
- Plan implant placements in CT scans according to the patient's required tooth

July 2023-October 2023

Digital Knots

Marketing Associate

- Develop and implement cold email and sales script campaigns. Managed pitch deck preparation templates to help sales teams present effectively to potential customers

ACHIEVEMENT

- Certified programmed of career oriented course - 88% E-commerce (diplomo level)
- Experiential Learning Program - ignite your potential in bootcamp.