

PUJA AGARWAL
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ADMINISTRATION || SAFETY MANAGEMENT || COORDINATION

CAREER OBJECTIVE:

I am an enthusiastic and a confident person who possesses the required skill set and sincerity for achieving whatever tasks I set upon myself. Perseverance and positive outlook are my assets. I have an inquisitive bent of mind, which fuels my quest for knowledge. I believe that the desire to continuously evolve through learning and skill up gradation is what keeps the success story alive.

Currently looking for a change and growth in Human Resource Field

TOTAL JOB EXPERIENCE:

5 Years 6 months

EDUCATIONAL QUALIFICATION:

- Completed Master Degree in Business Management from Sikkim Manipal University major in Marketing and Human Resource Management in June 2009 with 1st Division.
- Completed B.Com (Honours) under Calcutta University from The South City College of Commerce in 2006 with 2nd Division.
- Certificate in Information Technology
- Passed 10+2 under ICSE Board from St. Thomas Girls School (Kidderpore) in 2003 with 1st Division
- Passed Class 10 under ICSE from St. Thomas Girls School (Kidderpore) in 2001 with 1st Division

WORK EXPERIENCE:

- **Company:** I- M/S. Pailan College of Management & Technology
- **Position:** Counsellor & Administration
- **Period of Work:** From February 2008 2009.
- **Details:** Makings cold calls for pursuing leads and daily MIS.

Job Responsibilities

Handling Day to day calls, postal, requirements, complains and informing them in their individual departments.

Listening and solving out to the Students and their parent requirements.

Updating daily MIS and lists of the students attended the educational fair.

Making cold calls during admission time and turning them into a positive result.

Answering the various questions of the visitors.

Handling all kinds of quios occurred inside & outside the campus.

- **Company:** II- M/S. Innovative Connections Pvt. Ltd.
- **Position:** Executive Administration & Back Office

Contact No-7003321048



Edit with WPS Office

- **Period of Work: From February 2009 -2010**
- **Details: Promoting Unitech, Ambuja, DLF, Tata, Shrachi, etc.**

ICPL deals in Real Estate Brokering & Advisory Marketing Programs to boost up the real estate revenue and quality sales of various MNC Real Estate Companies like Unitech, Bengal Ambuja, DLF Ltd, Tata, Shrachi, Godrej Ltd., and others across India.

Job Responsibilities

To build good relations with clients and create brand Loyalty in them.

My job profile consisted of monthly, weekly, daily reports, MIS Co-ordinating with the clients and the members and the corporate office.

Creating direct leads through the advertisement and satisfying them as soon as possible.

Understanding the need of the client and providing the best of services as per company standards.

- **Company:III- Lafarge India Pvt. Ltd**
- **Position :Admin Assistant**
- **Period Of Work: From March 2010 June 2011**
- **Details-Handling the attendance of all employees etc**

Lafarge S.A. is a French industrial company specializing in three major products: cement, construction aggregates, and concrete. On 10 July 2015 Lafarge merged with Holcim, a Swiss cement company.

Job Responsibilities

To record the attendance of all the employees working at the premises.

To deal with all the vendors of all departments according to their demands and close the deal to the profit making deal with my seniors.

To make a pie chart on a monthly basis.

To solve and complete the problems of all departments as per their requests etc.

HOBBIES:

- Interacting with people / Making Friends
- Visiting new places & partying.
- Cooking
- Reading Books

PERSONAL DETAILS :

Name	: Puja Agarwal
Sex	: Female
DOB	: 11 March, 1984
Marital Status	: Married
Husbands Name	: Mr. Abhishek Agarwal
Husbands Occupation	: RSM in ICICI Bank
Linguistic Abilities	: English , Hindi & Bengali
Nationality	: Indian

I hereby declare that all the above statements are true to the best of my knowledge.



DATE:
PLACE: KOLKATA

Puja Agarwal

