

# POOJA PAWAR

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• Sohar, PO - Sandhol

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## SUMMARY

Proficient in developing and implementing HR strategies, talent acquisition, employee relations, and organizational development. Experienced in leveraging data-driven insights to optimize HR processes and drive employee engagement. Adept at collaborating with cross-functional teams and fostering a positive work culture. Seeking an opportunity to apply my knowledge and skills to contribute to an organization's success in the field of HR.

## EDUCATION

### HIMACHAL PRADESH UNIVERSITY, SHIMLA

Master of Business Administration in HR  
Percentage: 60.00

7/2014 - 6/2016

H.P.U. Business School

### HIMACHAL PRADESH UNIVERSITY, SHIMLA

Bachelor of Business Administration  
Percentage: 60.81

8/2010 - 6/2014

St. Bede's College, Shimla

### HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION, DHARAMSHALA

+2 Examination  
Percentage: 67.00

March 2010

Adarsh Sr Sec School Dehar

### HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION, DHARAMSHALA

Matriculation Examination  
Percentage: 48.71

March 2008

Govt Sr Sec School, Gwal Muthani

## INDUSTRIAL TRAINING

### SATLUJ JAL VIDYUT NIGAM

Four Weeks

w.e.f. 01/01/2013

### SATLUJ JAL VIDYUT NIGAM

Eight Weeks

w.e.f. 13/01/2016

## EXPERIENCE

### INSURANCE EXECUTIVE

Maruti Suzuki ARENA

5/2016 - 3/2017

Goyal Motors Taradevi, Shimla(H.P.)

### COMPUTER TEACHER

AISECT Acedemy for IT & Management

3/2017 - 3/2019

Barmana, Bilaspur(H.P.)

### SOFT SKILL TRAINER

Centre of Technology and Entrepreneurship Development (CTED)  
DDU-GKY Centre

2/2022 - 1/2023

Tihra, Bilaspur(H.P.)

## SKILLS

### PROGRAMMING LANGUAGE FRAMEWORKS & TOOLS LIBRARIES LANGUAGES

Experienced: C C++

Familiar: LaTeX

MS Office: Word Excel Powerpoint Access | MS-DoS | Windows | Linux | Foxpro

SAP HR | Financial Accounting(Tally)

Native: Hindi, English