

## Curriculum Vitae

### **POORVA KADAM**

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**Address** - Khandwa (M.P.) 450001

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### **Career Objective**

To obtain a decent position in growing industry that will allow me to utilize my teaching ability, corporate experience and improve my skills to learn in making an organization successful.

### **Work Experience in Corporate Sector**

#### **Finance Executive**

**2019 - 2021**

**Company** - SuperannuationOps Private Limited (SuperConcept) , Pune  
(About – Leading service provider to the SMSF Sector & Australia According)

**Location** - Pune , Maharashtra

**Responsibilities** - Australia According with process on various Australian Accounting Software.

**Duration** - 21/05/2018 to 29/10/2021

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#### **Accountant**

**2017 - 2018**

**Company** - Saswad Translines , Pune  
(About – Fleet Owners & Transport Construction)

**Location** - Pune , Maharashtra

**Responsibilities** - Accounting for a firm.

**Duration** - 1 Month (Part Time)

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### **Work Experience in Educational Sector**

#### **Assistant Teacher**

**2016 - 2017**

**School** - Vivekananda Vidya Mandir Hr. Sec. School , Khandwa

**Location** - Khandwa , M.P.

**Responsibilities** - Assist from Class 5<sup>th</sup> to 8<sup>th</sup> and collaborated to principal about activities.

**Duration** - 05 Months 17 Days

**Academics Qualifications**

Course	Institute	University /Board	Percentage	Passing Yrs.
B.Ed	Gyanodaya Institute Of professional Studies ,Dewas (M.P.)	Vikram University , Ujjain (M.P.)	74.53 %	2021
Ma in English Literature	M.P. Bhoj University ,Bhopal (M.P.)	M.P. Bhoj University , Bhopal (M.P.)	62 .00%	2018
Bsc (IT)	Poonamchand Gupta Voc. College, Khandwa (M.P.)	DAVV	60.89%	2015
12 <sup>th</sup>	St. Pius Hr. Sec. School , Khandwa (M.P.)	MP Board Bhopal	69.60%	2012
10 <sup>TH</sup>	St. Pius Hr. Sec. School , Khandwa (M.P.)	MP Board Bhopal	60.50%	2010

**Professional Qualification****2018 – 2019****ICA – Institute Of Industrial Computer Accountant, Pune**

(About – Industrial Accountant and Skills Development Certificate Course)

- I have completed my ICA Course with 75% from ICA Pune , Maharashtra .

**2012 – 2013****DCA – Diploma in Computer Application, Khandwa (M.P.)**

(About – Diploma in Computer Application field)

- I have done my DCA Course with 72.64% from Maharishi Yogi Vedic Vishwavidyalaya, Jabalpur.

**Declaration**

I hereby declare that all the information given by me is true to best of my knowledge.

**POORVA KADAM**