

RESUME

Devi Sharma

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Career Objective:-

Seeking a challenging position that offers me generous opportunities to explore & outshine while accomplishing personal as well as organizational goals.

Profile:-

- Operations Assistant Manager
- Accounts Manager
- Head of Customer Services
- Front desk/Administrative assistance

Education:-

- English (Hons.) Completed 3 Yr. from Dyal Singh College from 2015 to 2018.
- 12th passed from D.A.V Public School (CBSE) in 2015 with 1st division.
- High school Passed from Modern Public School (CBSE) in 2013 with 1st division.

Experience:-

- Worked as an operations assistant Manager in a US based Company (Paypenny) from May 2021 to till date.
- Ensure all operations are carried on in an appropriate, cost-effective way.(WFH)
- Recruit, train and supervise staff.(WFH)
- Help the organization's processes remain legally compliant.(WFH)
- Canada and Australian Account reconciliations and expenses.
- Performing daily financial transactions such as verifying, calculating and posting accounts receivable data.
- Handled customer services with great enthusiasm and leadership qualities.
- Worked as an office assistant in Ferrous Tile World (NIT 5) from May 2019 to till October 2020.
- Handling all over the dispatch material of all the clients.
- Cold Calling
- Greeting visitors sorted and prioritized mail and handled other reception duties.
- Previously worked in a school (Stanford International School) as a Receptionist from January 2017 to April 2019.
- Coordinate school procedures and implement processes to ensure seamless flow of communication and work product.
- Compiled and analyzed data of the school.
- Earlier worked in Sai Sanskar School as an admin (Faridabad)

Personal Skill:-

- Good presentation, interaction skills and competency.
- Able to work with team.
- Confident, Hardworking and Focus.
- Good Managerial skills.

Hobbies:-

- Dancing
- Surfing net
- Watching movies and listening music

Personal details:-

- Name : Devi Sharma
- Husband's Name : Mr. Hanish Bhatia
- Marital Status : Married
- Nationality : Indian
- Date of Birth : 01-12-1996
- Languages Known : English & Hindi