**RESUME**

**Devi Sharma**

Email: -tkalpnasharma302@gmail.com

Mob Number: **9873746707, 9250613519**

**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