CURRICULUM VITAE

Name- ROLLY SHARMA

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CAREER OBJECTIVE:

To work in a professional environment which involves analytical thinking, creativity, responsibility and to grow successfully in a way that will bring the best out of me as an efficient team member.

WORKING EXPERIENCE:

Currently working in Swastik Institute of Management & Technology as Admin Officer from

1 Nov 2013

JOB PROFILE:

* Ensures the timely and accurate preparation of required and requested reports
* Academic management- classes, tests, exams
* Managing student grievance redressal
* Maintaining MIS reports

WORKED IN HDFC BANK AS MANAGEMENT TARINEE(8 MONTHS):

Worked in HDFC Bank Vikas Marg Branch, Delhi from 8 March 2013 to 5 Oct 2013.

JOB PROFILE:

* Handling Demat Services.
* Opening and closure processing of demat account.
* Processing dematarisation & rematarlisation of shares and redemption of mutual funds.
* Processing modification in demat account(address,Contact details,Signature changes).
* Processing DIS Slips.
* Handling death cases of the client.
* Preparing MIS reports.

PROFESSIONAL QUALIFICATION:

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| --- | --- | --- | --- |
| Qualification | Board/University | Percentage | Passing Year |
| MBA(Finance) | Galgotia College of Engg. &Tech. | 67% | 2013 |
| B.Com | Gorakhpur University | 52% | 2011 |
| 12th | CBSE | 66% | 2008 |
| 10th | CBSE | 65% | 2005 |

TRAINING UNDERGONE:

* Two months summer training in HDFC BANK Gorakhpur U.P.

STRENGTHS:

* Positive outlook
* Fast learner
* Good Listener

HOBBIES:

* Listening Songs
* Net surfing

PERSONAL INFORMATION:

Father's name : Mr. Awadhesh Sharma

Permanent Add : 765, Ganeshpuram, Rapti Nagar-1,

P.O-Arogya Mandir,Gorakhpur, U.P., PIN-273003

Date of Birth : 29/07/1989

Sex : Female

Marital Status : Single

Languages : Hindi, English

Declaration: I hereby declare that all the information mentioned above is true to the best of my Knowledge.

Rolly Sharma