**Devki Nandan Sharma**

D-727, Ganesh Nagar-II, Delhi-110092

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| **CAREER OBJECTIVE**  To secure a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people and enable me to add value to the company.  **EDUCATION** | |
| 2011- 2013 MBA Sharda University, Greater Noida | |
| 2009 B.Com Delhi University, Delhi | |
| 2005 Class XII Jain Sr. Sec. School, Delhi | |
| 2003 Class X Jain Sr. Sec. School, Delhi  **WORK EXPERIENCE** | |
| **Organization : Bajaj Capital Ltd.(Jan 2015- Till date)**  **Designation** : Relationship manager  **Organization : ICICI securities (From July 2013- Till Sept 2014)**  **Designation** : Relationship Manager  **Roles & Responsibilities :**   * To add a new customer to the organization * Maintain relationship with clients. * Deals with new products related to shares, mutual funds, FD, IPO and Life insurance. * Provide add on to the current business of the organization.   **Organization**  : Business Standard **(Jun. 2012- Aug 2012)**  **Designation** : Intern  **Roles & Responsibilities :**   * Deals with business magazine and newspaper. * To enhance the market of the organization. * Generate business for the organization.   **Organization :** Manmohan Aggarwal & co.  **Designation** : Audit Assistant  **Roles & Responsibilities :**   * To audit and verify the accounts of clients * Creation of balance sheet for the clients * Tax calculation and filing of returns for client * Management of books of accounts for client   **AWARDS AND ACHIEVEMENTS**   * 4 days certification programme on Export Management from MSME. * Got distinction in Accounts in class 12th * Got distinction in Accounts in B.com 1st year. * Organized and managed the technical fest “CHORUS 12” as a member of security and finance   **ACTIVITIES AND INTEREST** |
| * Ardent follower of & player of Cricket * Represented my school at several sports like Cricket, Swimming & badminton. * Enthusiast of horror movies   **OTHER INFORMATION** |
| **Seminar & Conferences Attended:**   * A Workshop on “Global Logistics and Supply Chain Management” on 26th Aug,2011 * A Project on “Tata Nano Housing” on 11th Jan,2012 * A Workshop on “Cloud-Computing” on 19th Oct,2011 * A Workshop on “Ethical Hacking” on 4th Feb,2012 * A Workshop on “Life-Style” on 11th Feb,2012   **Technical Qualification** :   * 1 month course of computer application from ICAI. * Certification Course in banking from Finnacle. * NISM certification in Mutual Funds. * M.S. Office * Tally   **PERSONAL DETAILS** |
| * Date of Birth: 20th June,1987 * Status: Single * Language Known: Hindi, English, French * E-mail ID :d\_dev\_sharma@yahoo.co.in * Phone No. : +91-9899437328 |