



# MANSI SHARMA

## Profile

Detail oriented and systematic bookkeeping proficient graduate of Bachelor's of business administration with encounter in two diverse organizations of handling financial records, administrative aid and providing customer service is now searching for an opportunity on a huge scale to apply extensive financial literacy to assist accomplish company due dates and give precise administrations to clients.



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## EXPERIENCE

### RECEPTIONIST

Guru Darpan PVT LTD

May 2022 - November 2022

- Received visitors at the front work area by welcoming, inviting, coordinating and reporting them suitably.
- Replied, screened and sent approaching phone calls.
- Accepted and sorted every day mail.
- Maintained Financial balance sheet.

### ADMINISTRATIVE ASSISTANT

Learner's Point

December 2022 - March 2023

- Kept up and upgraded budget spreadsheets.
- Prompted and spurred visitors for joining the association.
- Assisted director by interfacing with clients and fathomed issues.

## EDUCATION

### BACHELOR OF BUSINESS ADMINISTRATION

2020 - 2023

Shri Chimanbhai Patel institute of Management & Research

- Worked on a project of Research on Commodity Market
- Was a part in organizing college cultural events and Former NSS Participant
- Graduated with the score of 7.4 CGPA

### SECONDARY SCHOOL - HIGHER SECONDARY SCHOOL

2017 - 2020

Divine Buds School

- Participant of various sports and creative events
- Completed HSC with the score of 70 percent.

## HOBBIES

- Volunteering
- Exercising
- Dancing
- Listening to Music

## LANGUAGES

- English
- Hindi
- Gujarati

## SKILLS

- Team Leadership
- Decision Making
- Critical Thinking and Problem solving
- Customer Service
- Interpersonal skills
- Microsoft - PowerPoint, Excel & Word
- Managing Payroll
- Producing Financial reports
- Forecasting budgets
- Performing accounts payable and receivable functions