**BHAVIKA SHARMA**

**Email:** [Sharmabhavika6465@gmail.com](mailto:Sharmabhavika6465@gmail.com)

**Contact No:** 9974964240

**Career Objective:** To get a position as Stenographer and to gain further experience in this field.

**Skill:**

Knowledge of Shorthand

Expert in Pitman method

Typing skills are 40 WPM

Handled all stenographer and typing related tasks

Basic knowledge of computer

**Personal Qualities:**

Attention to detail

Listening skills

Strong memory

Good in coordination

Multitasking

Dependable and responsible

**Education:**

Completed Master with special subject Accountancy from Gujarat University in year 2022.

Completed degree with special subject Accountancy from Gujarat university in year 2020.

Completed higher secondary from G.S.H.S.E.B. in year 2015.

Completed high school from G.S.H.S.E.B. in year 2017.

**Certification Course:**

**C**.C.C. certificate

GCC English Type certificate **–** 40 WPM

GCC English Steno certificate – 80 WPM

**Personal details:**

Date of Birth: 23-05-2000

Language known: Gujarati, Hindi, English

Address: Plot No: 539/2, Sector: 4/B,

Gandhinagar, Gujarat, 382006.

**Declaration:**

I hereby declared that all the above mentioned information is true to the best of my knowledge. I will work hard to win your trust.