 Curriculumvitae

**Monika Sharma**

**Mob : 8305849715**

**Email : monika275sharma@gmail.com**

# Objective

Intend to build a career with corporate and secure a challenging position which will help me to contribute to my team and explore my professional and personal skills for the growth of organization and myself being innovative and flexible.

# Desired Industry

A job that gives scope for optimizing **marketing and communications** skills through which I can move further in the same platform on my performance basis.

# Profile summary

* A customer oriented multitasking fresher with MBA (Marketing & Finance) degree.
* Expert in understanding the business requirement.
* Excellent in understanding and analyzing the human behavior.
* Proficient in coordinating with people.
* Willingness to learn about the practical knowledge.

# Computer Knowledge

* Internet Savvy.
* MS Office.
* Tally ERP9.
* Computer Basic.
* Operating system windows 98,windows XP.

# Internship

* 45 Days internship in M. Sharma S. Agrawal & Company Nagpur
* 7 Days internship training for P. Manifold Business solution

# Academic profile

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of passing** | **Institute/University** | **Course** | **Percent** |
| 2016 | PT. Jawaharlal institute of business management  **[ Vikram University] Ujjain** | MBA | 68.59% |
| 2014 | Advance central college  **[Vikram University] Ujjain** | BBA | 73% |
| 2011 | Higher Secondary from **MP Board of Secondary Education, Bhopal** | 12th | 63% |
| 2009 | Higher School from **MP Board of Secondary Education, Bhopal** | 10th | 61% |

# Personal Skills

* Comprehensive analytical problem solving and leadership abilities.
* Good communication and coordination skills and willing to incorporate things.
* Sincere towards work,Innovative,Team player and have curiosity to learn.
* Planning with Unit Manager.

# Organization

**Aspire Home Finance Corporation Ltd A Motilal Oswal Group Company.**

**Aspire** Home Finance Corporation Ltd (AHFCL) a Motilal Oswal Group Company is a professionaly managed housing finance company with unique combination of financially sound and technically experienced promoters who are well known in their domain for professional ethics and strong execution capabilities.

**Desigantion**: Management Trainee

Tenure: 29 October 2016 to January 2017.

# Working Experience

1. Banking: Deposition in Bank by branch and by HO, excel preparation for banking from Omnifin loan Management system and allot to vendor.
2. Handling Corporate laws
3. Ech and Pdc Management.
4. Login the files into the software and prepare it for further processing.
5. Engaged in filling the files and doing loan maker after Credit.
6. Management of legal and Technical Report for the Branch.
7. Check out the files and prepare them to send to the cluster.
8. Look for CIBIL report(Consumer credit information report).
9. Initiate the file for Disbursement.

# Key Skills

* Punctuality
* Quick learner
* Hard worker
* Honesty and integrity
* Ability to handle the team as well as individual
* Dedicated to work
* Willingness to learn
* Strong motivational
* Leadership skill.

# Personal profile

Name : Monika Sharma

DOB : 6 March, 1993

Language : Hindi, English and Regional

Address : 316,Sethi Nagar, Ujjain [MP] 456 010

# Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

# Date :

# Place :

Monika Sharma