

SHREYA SHARMA

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Career objective

To contribute my talents and innovative skills for development of the company and to shape myself as a sagacious professional while serving the company.

Academic & Professional Qualification

- BCA from Ganga institute of technology and management affiliated by (MDU) with aggregate of 75%.
- 10+2 from CBSE Board in 2021 with a percentage of 70%.
- 10th from CBSE Board in 2019 & having a mark of 73 %.

WORK EXPERIENCE

- Working as **Earthraga Personal Care Private Limited** (6 Month Experience).
- Internship at 2 month in Intershala.

Job Responsibility

- Worked collaboratively
- Organized and sorted documents and files for easy access and retrieval.
- Verified data and corrected any discrepancies to maintain data integrity.
- Proofread content for grammar, punctuation, and consistency before publication.

Strengths

- ❖ Meticulous Planning.
- ❖ Highly Diligent and Committed
- ❖ Team Leader
- ❖ Fast Learning Ability

Software Knowledge

- ❖ Office suite: MS-office Word, Excel, ppt.

Skills

- ❖ Good Communication and Social Skills
- ❖ Data entry and analysis using Excel
- ❖ Proficient in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace
- ❖ Strong problem-solving and analytical thinking

Hobbies

- ❖ Reading News Paper.
- ❖ Search new questions.
- ❖ Paper crafting and paper quilling

Declaration:

I hereby declare that all the details furnished here are true to the best of my knowledge.