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**PALAK SHARMA**

**TEL:7011713087.**

**E-MAIL: 2003PALAKSHARMA@GMAIL.COM**

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### **OBJECTIVE**

As a recent graduate , I'm seeking a role which allows me to continue learning and perfecting my skills and encourages me to flourish as a fresher. I seek challenging opportunities where I can fully use my skill for the success of the organization.

### **Education**

- Completed my Bachelor's in Commerce(honors) from Delhi University. (2021-2024).
- 12th passed from C.B.S.E Board. (2020-21).
- 10th passed from C.B.S.E Board. (2018-19).

### **SKILLS**

- MS Office (Excel, Word, Power Point)
- Tally
- Basic knowledge of gst
- Accounting
- Finance

### **STRENGTH**

- Easy to cope up with any environment
- Attention to detail
- Time management
- Problem solving
- Effective communication and team work
- Quick learner and adaptable

### **PERSONAL DETAILS**

Date of Birth : 05.sept.2003

Gender : female

Marital Status. : Un-married  
Languages : English , hindi  
Address : East sagarpur new delhi 110046  
Nationality : Indian.