

RADHIKA SHARMA

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❖ OBJECTIVES

To Build a long term carrier in specific industry with opportunities for carrier growth.

❖ Qualification

- Passed M.COM from M.D.University with 69% in 2021.
- Passed B.com (hons.) from Aggarwal College with 78% in 2019.
- Passed 12th class from C.B.S.E Board with 89 % in 2016.
- Passed 10th class from H.B.S.E Board with 92 % in 2014.

❖ Experience

- 1 month in Quess corp.(29 May 2023-June 2023)
- 2 yrs. in Business Plus advisor as a Account executive.

JOB AND RESPONSIBILITY

- In my last organization my job and responsibilities are:-
Invoice process, payment and receipt process, Time to time vendor, customer, bank reconsilation, attendance record,customer follow up, maintain hand ledger book, prepare J. E Tracker etc.

❖ SKILLS

- Basic Knowledge of Computer.
- Tally
- Jps software
- SAP (FICO)

❖ PERSONAL INFORMATION

- Father's Name - Sh. Tarachand Sharma
- Mother's Name - Smt. Saroj Sharma
- Date OF Birth - 17-03-1998
- Marital Status - Married

❖ DECLARATION

I Solely declare that the above information provided by me is true and correct to the best of my information.

