

ANKITA SHARMA

QT. NO- EF41 B.T.P.S. BARAUNI

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CAREER OBJECTIVE

- Objective is to contribute to the level best for the development of the company.
- Surely like to contribute up to the bottom line of the company.

ACADAMICS

DEGREE/ CERTIFICATE	BOARD/UNIVERSITY	SCHOOL/COLLEGE	YEAR OF PASSING	PERCENTAGE
B.COM	CALCUTTA UNIVERSITY	VICTORIA INSTITUTION	2018	PURSUING
12 TH	C.B.S.E	KENDRIYA VIDYALAYA H.F.C BARAUNI	2015	66
10 TH	C.B.S.E	GYANSTHALI HIGH SCHOOL	2013	7.8 C.G.P.A

TRAINING ATTENED

- Currently I'm doing Diploma in financial accounting at Youth Computer Center Kolkata.

ATTRIBUTES/ABILITIES

- Excellent interpersonal and communication skill.
- Self motivated, methodical and progress driven.
- A team player and continuous learner.

Strength

- Positive attitude,Hard working and ability to work under pressure.
- Ability to reach goals.
- Leadership quality.

Technical skill

- MS office(Word, PowerPoint,Excel) Internet.
- Skills ERP package Tally 9(ERP9).

Hobbies

- Reading Novels
- Listening music.

Personal Data

Father's Name- Shashi Bhushan Sharma.

Date of Birth- 26th June 1998

Sex- Female.

Marital status- Single.

Language proficiency- English, Hindi.

Declaration

I hereby declare thatthe information furnished above is true to the best of my knowledge

Yours faithfully

Ankita Sharma