

# RESUME

## GAURI SHARMA

B/894, Chacha Chowk, Sanjay Enclave, Nangla Road,  
Faridabad – 121005

**Email** [gaurisharma079@gmail.com](mailto:gaurisharma079@gmail.com)

**Mob:** +91- 9953069921

**Career Objective :** A challenging and rewarding position within the Industries where prior experience, personal ability, and a commitment to professionalism would be of value. The position should allow for continued personal and professional growth commensurate with achievement

## EDUCATION

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### **Professional:**

#### **Indra Gandhi National Open University**

- Course = Master of Arts
- Trade = Economics
- Year of passing = Pursuing(completion year 2023)
- Marks Obtained = Result Awaited

#### **Delhi University, North Campus**

- Course = Bachelor of Commerce (B.com)
- Trade = Commerce
- Year of passing = 2019
- Marks Obtained = 55%

#### **Lovely Public Teachers Training Institute**

- Course = Early Childhood Care and Education (Ecc)
- Trade = Teaching
- Year of passing = 2016
- Marks Obtained = 72%

## **Academic:**

### **Govt. Girls Sr. Sec. School**

- Examination = 12th
- Year of Passing = 2016
- Marks Obtained = 79.20%

### **Govt. Girls Sr. Sec. School**

- Examination = 10th
- Year of Passing = 2014
- Marks Obtained = 77.90%

## **SKILLS**

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- Documentation
- MS EXCEL ADVANCE
- MS WORD
- MS POWER POINT
- Tally
- ERP
- LEDGER
- ACCOUNT RECONCILIATION
- STATISTIC

## **WORKING EXPERIENCE**

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**Alok Enterprises as Accountant**

**(Dec 2020 to March 2022)**

## **HOBBIES**

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Travelling , Daily Exercise , Movie, Listening Music, Cooking

## **ROLES AND RESPONSIBILITY**

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- Analysis of market with respect to product and its demand.
- Upgrading Supplier by working , performance & Training.
- Supplier improvement & Development in parallel stage with regular account reconciliation.
- Plan production control activities to improve runtime.

- Addressing with supplier and customers for any queries, delay, technical issues concern in a timely fashion.
- Track issue and provide immediate resolution.
- Preparing MRM Data for management representation and tracking.
- Daily MIS report for point to point tracking and planning.



**Documentations**



**Effective Team Member**

- Prepare Bills/Goods receipt in ledger form and reconcile.
- Ensure 5S, FIFO and kaizen activity (as a zone leader)
- To adjust the expenses of company by managing basic accounts & ledger.

## **PERSONAL INFORMATION**

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<b>Name</b>	:	Gauri Sharma
<b>Husband Name</b>	:	Shivam Dubey
<b>Nationality</b>	:	Indian
<b>Gender</b>	:	Female
<b>Date of Birth</b>	:	18 Sept, 1997
<b>Martial Status</b>	:	Married
<b>Languages Known</b>	:	English, Hindi, Mirror

hereby declare that all the about information given by me true & corrected to the best of my knowledge and brief.

**(GAURI SHARMA)**