**Priyanka Sharma**

**Rohini, Sector - 05**

**Delhi-110085**

[**E-mail:PS802573@GMAIL.COM**](mailto:E-mail:PS802573@GMAIL.COM)

**Contact: 9599152867**

# **Objective:-**

To work with a organization in rewarding talent and provide an environment conductive for growth and development.

**Professional Synopsis:-**

* A competent professional with quality experience across diverse facets of finance such as relationship management, client servicing.
* Handling EPBX, Couriers, Reception work with admin work as well.
* Adept at controlling the inbound & outbound calls, attend the clients/guests, maintain registers .To do the mail & work in MS Excel, MS Word.
* Assist the H.R Recruitment Team in recruitment, maintain the files, documentation of new joining, coordinating the interviews and Payroll work as well.
* Doing the administration, like record of the stationary, to coordinate with housekeeping boys as well in their work
* And sometimes assist to the MD & Directors in their work.
* Vendor Dealing.
* Managing official travel requirements (bookings for hotel, flights, car, etc.)

# **Educational Qualification:-**

* 10 in 2010 from CBSE Board.
* 10+2 in 2012 from CBSE Board.
* B.A in 2017 from Delhi University.
* Computer training in 2014 from C&C (Computer & Communication) Rohini, Sector-05, New Delhi-110085
* Pursuing MBA (1st Year) from Swami Vivekanand Subharti University (Meerut)

**Other course:**

* I have done my one year Diploma course in Secretarial practice from S.B.P (ITI) October 2013 to September 2014.

**Organizational Experience:**

* 1 Year experience in **RTS Rural Technologies solutions (September 2014 to August 2015)**as a Customer Care Executive
* 8 months experience as a HR Executive in **APS Placement Service Pvt. Ltd (August 2015 to March 2016).**
* 9 months experience as a front office cum HR executive in **Beta Soft Technology** **(March 2016 to November 2016)**
* Currently working with **Syngenta India Ltd** as a Front office cum Admin executive since **November 2016 to till now.**

## **Computer Knowledge:-**

* **Basic knowledge of Computer.**
* **Excel.**
* **MSOffice Outlook.**
* **Data Entry.**
* **Power point**

Hobbies:-

* Reading Books.
* Listing Music.

## **Personal Profile:-**

* **Fathers Name –** Mr.Prem Pal Sharma
* **Date of Birth –**Jun-06-1996.
* **Nationality-**Indian.
* **Language Known-**Hindi, English.

I certify that information given above is true to the best of my knowledge.

**Place: - Date:- (PRIYANKA SHARMA)**