

CURRICULUM VITAE

KIRTI SHARMA

Hno. 2960 SEC-15,

Sonepat

Haryana (131001)

Phone: 8059622727; 9354459352

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JOB OBJECTIVE

Looking for challenging opportunity in an organization providing good working environment along with suitable opportunity for professional development where I can be a key member making meaningful contribution in the growth & success of organization.

ACADEMIC PROFILE

- Pursuing M.COM 1st yr. From Ignou University, Karnal
- Graduation from G.V.M. Girls college , Sonepat
- 10TH and 12th from C.B.S.E Board

COMPUTER PROFICIENCY

- Basic knowledge of computer
- Certificate in Computerized Accounting (Tally ERP 9)

EXTRA CURRICULAR ACTIVITIES

- Certificate in “PIET QUEST” in 2013

INTERESTS

- Singing
- Poster making
- Craft making

STRENGTHS

- Honesty
- Good listener & Good learner
- Self motivation & discipline.

PERSONAL PROFILE

Father's Name	:	Sh. Harish Sharma
Mother's Name	:	Smt. Anju Sharma
Date of Birth	:	24-04-1996
Sex	:	Female
Nationality	:	Indian
Marital status	:	Unmarried
Language known	:	Hindi , English
Contact No.	:	+91-8059622767, +91-9354459352
E-mail	:	kirtisharma316@gmail.com

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars

Date :

Place: Sonipat

KIRTI SHARMA