

KAJAL SHARMA

PERSONAL SUMARRY

MASTER'S IN COMMERCE WITH RELEVANT WORK EXPERIENCE. ENTHUSIASTIC, EAGER TO CONTRIBUTE TO LEARN SUCCESS THROUGH HARD WORK, ATTENTION TO DETAIL AND EXCELLENT ORGANIZATIONAL SKILLS, INNOVATIVE, CREATIVE, WILLING TO CONTRIBUTE NEW IDEAS AND LEARN AND EXCEL NEW THINGS.

COMPUTER KNOWLWDGE AND SKILLS

- EXCEL
 - ADVANCED EXCEL
 - MS WORD
 - MS POWEPOINT
 - ACESS DATABASE BASIC
 - POWERBI (BASIC)
 - TALLY ERP9
- PROBLEM SOLVING
FLEXIBILITY
COMMUNICATION
TEAMWORK
ORGANIZATION
CREATIVITY
EMOTIONAL INTELLIGENCE

EDUCATIONAL BACKGROUND

CLASS/SEM	BOARD/UNIVERSITY	SCHOOL/COLLEGE	YEAR OF PASSING
10 TH	SEBA	VIDYA MADIR ENGLISH SCHOOL	2012
12 TH	SEBA	ICON ACCADEMY	2014
B.COM	GUWAHTI UNIVERSITY	ICON COMMERCE COLLEGE	2017
M.COM	CENTAL UNIVERSITY	INDIRA GANDHI NATIONAL OPEN UNIVERSITY	2020

INTERNSHIP'S

GRADUATE TRAINEE - CA FIRM

WORK EXPERIENCE

FIELD SALES EXECUTIVE

COMPANY'S NAME:- BADABUSINESS PVT LTD

PERSONAL DETAILS

NAME KAJAL SHARMA

PHONE NUMBER: 8402016468

FATHER'S NAME GOPAL SHARMA

EMAIL ID: kajalsharma66789@gmail.com

DOB 26/06/1995

PERMANENT ADDRESS

VILLAGE BIRKUCHI

POSTAL ADDRESS NARENGI

DISTRICT KAMRUP (METRO)

STATE ASSAM

CITY GAUHATI

LANGUAGE'S KNOWN ENGLISH , HINDI , ASSAMESE, NEPALI

CAREER OBJECTIVES - TO SEEK CHALLENGING ASSIGNMENTS AND RESPONSIBILITY WITH AN OPPORTUNITY FOR GROWTH AND CAREER ADVANCEMENT AS SUCCESSFUL ACHIVEMENT.

DECLARATION I HEREBY DECLARE THAT ALL THE INFORMATION MENTION ABOVE ARE TRUE IN MY KNOWLWDGE

DATE

SIGNATURE

PLACE

KAJAL SHARMA



