



CONTACT ME AT



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State- Haryana
city - Gurgaon
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TECHNICAL SKILLS

- Excel
- MS Powerpoint
- MS Word
- Tally ERP9
- Power BI (Basic)
- Access office (Basic)

SKILLS SUMMARY

- 📖 Team Work and Collaboration
- 📖 Professionalism and Strong Work Ethic

KAJAL SHARMA

PERSONAL PROFILE

A Master's in commerce, enthusiastic eager to contribute to learn success through hard work, an attention to detail and excellent organizational skill, innovative, creative, willing to contribute new ideas and learn and excel new things.

AREA'S OF STUDY

Human Resource Management

Financial Management

Marketing Management

Industrial Relation And Labour Law

EDUCATIONAL BACKGROUND

Master's In Commerce

Indira Gandhi National Open University | 2020

Specialized in International Business Operation

Bachelor's In Commerce

Icon Commerce College | Guwahati University | 2017

Specialized in Human Resource Management

Higher Secondary

Icon Academy | A.S.H.E.C | 2014

Specialized in Banking

Class x

Vidya Mandir English School IS.E.B.A|2012

specialized in Computer Science

LANGUAGE'S KNOWN

- 📖 English
- 📖 Hindi
- 📖 Assamese
- 📖 Nepali