



Ritu Rani Sharma

Address: 106/2, 3rd Cross, Cashier Layout, Tavarekare, BTM 1st Stage, Bangalore

Contact Number: 7827357959

Email: sritu41000@gmail.com

Date of Birth: 10-04-1992

Sex: Female

Nationality: Indian

CAREER OBJECTIVE

To work in a creative and challenging environment and achieve a growth-oriented career in an organisation where I could contribute to the growth of the organisation and utilize, enhance my managerial skills, knowledge to the optimum.

ACADEMIC QUALIFICATIONS

| EXAMINATION | BOARD/UNIVERSITY | YEAR | AGGREGATE |
|-------------------|------------------|------|-----------|
| Class X | C.B.S.E | 2007 | 88.4 |
| Class XII | C.B.S.E | 2009 | 77 |
| B.Sc Chemistry(h) | Delhi University | 2012 | 58.4 |
| MBA (Finance) | IMT Ghaziabad | 2019 | 52 |

COMPUTER SKILLS

- MS Office (Word, Power Point, Excel)
- Internet

PERSONALITY STRENGTHS

- Creative
- Team Player
- Helping People
- Proactiveness and dedicated to work

WORK EXPERIENCE

Company: Careers360

(From February 2021-September 2023)

Profile: Content Writer

Role:

- Writing content about colleges all over India.
- Writing Finance related content.

- Delivering quality and research-driven content.
- Proofreading the content for grammatical errors, sentence structure and plagiarism free.
- Regular updating as per the client requirements.
- Co-ordinate with team members for on-time completion.
- Generating ideas for new content while writing every new college or university.
- Digging up the data to come up with fresh content as per the requirement.
- Good verbal and written communication skills.
- Meticulous with grammar and punctuation.
- Developing contents meeting the content trends with meeting deadlines.

Company: Ambit Collective LLP
(From July 2020- October 2020)

Profile: Internal Auditor

Role:

- Assisting team of auditors to carry out process reviews across automotive retail clients by implementing firm's internal audit methodology.
- Executing varied audit interventions comprising of data analytics, document verification, accounts reconciliations, and physical verification.

Company: Evelyn Learning System Pvt.Ltd
(From August 2019-September 2019)

Profile: Subject matter expert (Finance)

Role:

- Content Creation, Content Review and context fixing for American Textbook
- Providing Quality Content

LINGUISTIC SKILLS

English, Hindi

DECLARATION

This is to certify that the above-mentioned information is true to the best of my knowledge and belief.

Date: 24/02/2023

Ritu Rani Sharma