

# SEEMA SHARMA

Z-102, DayalSar Road,  
Uttam Nagar West Metro Station, New Delhi -110059..  
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## **Objective:-**

To work in an Organization where I can put my best effort achieving as goals.

## **Work Experience:-**

- Worked in **PLATFORM SOLUTIONS MANAGEMENT PVT. LTD.**, from Mar 2019 – May 2019, as **Data Analyst**.
- Worked in **SYNCWAY INFOTECH PVT. LTD.**, from Apr 2018 – Mar 2019, as **Data Entry**.
- Worked in **KOHLI BOOKS DISTRIBUTORS**, from May 2017 - Oct 2017, as **Billing & Data Entry Operator**.
- Worked in **LITTLE ANGEL PUBLIC SCHOOL**, from Apr 2011 - Apr 2017 as **Nursery teacher and Incharge**.
- Worked in **GOYAL INFOSYS PVT. LTD.**, from May 2000 – Mar 2001, as Data Entry Operator.

## **Professional Qualification:-**

- NTT in AIECCE(All India Early Childhood Care & Education) in August 2013.
- GNIIT in System Management in June 2003.
- Tally Graduate eis 5.4 in MACIT(MG's Academy Of Commerce & Information Technology) in July 2001.

## **Academic Qualification:-**

- B.COM(PASS) from Delhi University in 1999.
- 12<sup>th</sup> from C.B.S.E. in 1995.
- 10<sup>th</sup> from C.B.S.E. in 1993.

## **Computer Skills:-**

- M S Office 2007,
- M S Word 2007,
- M S Excel 2007,
- M S Powerpoint,
- Internet,
- English Typing Speed 25-30 w.p.m.

## **Personal Details:-**

Date of Birth : 12<sup>th</sup> December 1977  
Nationality : Indian  
Marital Status : Widow  
Language Known : English & Hindi  
Strengths : Dedicated to work, Availability to work in a team, Analyze past mistake & learn from them.

**DATE :**

**(SEEMA SHARMA)**