

# Resume

**SHEETAL SHARMA**

**H. No.33 73 BAZAR**

**SITARAM**

**Delhi-110006**

**Mobile No.9821800443**

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## Career Objective:

- To work in a challenging environment and give my best to the job assigned for the development of the organization and self in pursuit of excellence.

## Academics Qualification:

Qualification	School/Board	Year.
10 <sup>th</sup> (High School)	C.B.S.E Board	2010
12 <sup>th</sup> (Intermediate)	C.B.S.E Board Commerce	2012
B.COM	SOL University Pursing 2 <sup>nd</sup> Year	
Other Qualification	FULL KNOWLEDGE OF COMPUTERS,	2016

## Computer Software Skills:

Ms office	Ms Word, Ms Excel, Internet
Internet knowledge	All

## Experience:

- Presently, I have been working with Mittal Portfolios Pvt. Ltd.( DELHI- 110006 ) in sales and marketing department Since May 2017. To till date. Mittal portfolios Pvt. Ltd deals in all kinds of Industrial Spare parts and also have an E-commerce online web portal named as Easysparepart.

## Job Responsibility:

- Sales knowledge

- Marketing knowledge
- Customer support

**Strengths:**

- I accept difficulties as a challenge.
- Punctuality
- Friendly nature.
- Hard Working

**Personal Particular:**

Name	:	SHEETAL
Date of Birth	:	22/DEC/1996
Father's Name	:	Mr. ANIL KUMAR SHARMA
Sex	:	Female
Marital Status	:	Unmarried
Nationality	:	Indian
Languages known	:	Hindi & English
Hobbies	:	Eating chocolates, Drawing and Art& craft

**Declaration:**

- I hereby declare that all information given above is true and I hold the responsibility of its authenticity.

Date:.....

Place:.....

(SHEETAL )