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# Rajat Sharma

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## Career Objective

To channelize my potential, use skills & bring innovation in my work for the personal & organizational growth.

## Career Synopsis

- Intern as Assistant Accountant for 45 Days in Pasio Aircon Pvt. Ltd.
- Worked as Supervisor for 3 Months in Sangita Exports , Moradabad.
- Working as Assistant accountant from July 2016 to till date in Rivpra Formulation Pvt. Ltd. , New Delhi.

## Professional Qualifications

### Master In Business Administration

### University

I.F.T.M University (Moradabad)

U.G.C

### Specialization

### Percentage

Finance and Marketing

62.2%

### Year Of Passing

2015

## Work Experience

Company Name	RIVPRA FORMULATION PVT LTD	
Designation (Dept.)	Account Assistant	
Duration	From : 18 <sup>th</sup> july 2016	To : Till date
Key Responsibility Areas	<b>Assistant Accountant :</b> <ul style="list-style-type: none"><li>• Working on Tally version 9 to keep the records of all transactions which was taken place in the company.</li><li>• Working in SAP software to keep the records of all banking trasactions on daily basis.</li></ul>	

## Internship Experience

Company Name	Pasio Aircon Pvt.Ltd.	
Designation (Dept.)	Trainee	
Duration	From : 25 <sup>th</sup> June 2014	To : 06 <sup>h</sup> August 2014
Key Responsibility Areas	<b>Assistant Accountant</b> : Working on Tally version 9 to keep the records of all transactions which was taken place in the company. <b>Accreditations</b> : Working on continuous process improvement in tandem with Pasio Aircon Pvt. Ltd.Standards for various products.	
Industrial Project	<b>Working Capital Management</b> <b>Overview -</b> : Manages the working capital through Ratio Analysis with the help of tally software. <b>Credits -</b> : Completed the project within limit time with good remarks.	

## College Project

College Name	I.F.T.M University	
Project Name	Hedge Funds: As investing alternatives for Institutional Investors.	
Duration	From : March 2015	To : April 2015

## Professional Certifications / Training / Seminar / Industry Exposure

### Professional Certifications

- Certified in C++ Programming.
- Certified by Pasio Aircom Pvt. Ltd as Assistant Accountant.

### Seminars:

- Interactive Session on “Latest Marketing Trend followed by the Market” by the Professors of **I.I.M Kozhikode**.
- Interactive Session on “Finance Modules” by Professor of **Kurukshetra** University.

### Industrial Exposure:

- Visited “**ITC CHOUPAL SAAGAR**” Budaun to understand the working of Store Staff which help you in the Selection of the right choice of the various items.

## Achievements

- Won the 2<sup>nd</sup> prize in 200m Race in School.
- Certified in C++ Programming.
- Participation In National Skill Development Programme held by the Government of India.

## Education

Year of Completion	Program / Course
2015	Master In Business Administration In Finance & Marketing from I.F.T.M University ( <b>Uttar Pradesh</b> ).
2013	B.COM from Hindu College, Moradabad ( <b>Uttar Pradesh</b> ).
2008 & 2010	High School & Intermediate from K.C.M School, Moradabad ( <b>Uttar Pradesh</b> ).

## Academic Project / Presentations

### Presentations on:

- Working Capital Management.
- Derivatives.
- Hedge Funds.

### Project On:

- Hedge Funds as Investing Alternatives for Institutional Investors.
- Research Type - Descriptive
- Data Type - Secondary Data
- Data Source - Website & Books

### Software Skills:

- C++.
- Microsoft Word,Office,PPT.
- Tally.

## Personal Strength

• Leadership Skills	• Quick Learner
• Adaptable	• Smart Worker
• Good Listener	• Solution Driven

## Personal Information

Marital Status	: Unmarried
Language Proficiency	: English, Hindi
Hobbies	: Update the knowledge over Finance & Marketing, Cricket, Watching Movies.
Sex	: Male
Father's Name	: Mr. Neeraj Sharma
Current Address	: C/O Neeraj Sharma Govind Nagar, A-Block, Lane No.2, Rampur Road, Moradabad.
Contact Information	: E MAIL ID( <a href="mailto:rajatsharma0078rs@gmail.com">rajatsharma0078rs@gmail.com</a> ) Mobile( <b>+919871089661</b> )

