

CURRICULUM –VITAE

Komal Sharma

Address: - H.No-3/549 Dakshinpuri
Extention. New Delhi- 110062
Mob:- +919717096178
Email ID: swtkomal999@gmail.com

OBJECTIVE

To hold responsible and challenging position in an energetic organization where ideas initiatives and opinions are valued, and focus on development of the organization integrating the individual ideas.

PROFILE

- Ability to function as a team player and alternatively work independently to achieve objectives.
- Excellent problem solving and troubleshooting skills.
- Hardworking and willing to take on new responsibilities and respond to it.
- Demonstrated ability to manage multiple tasks and deadlines.

EDUCATIONAL QUALIFICATION

Qualification	Board/University	Year of Passing	% of Marks
M.Com	IGNU	Pursuing	
B. Com (Prog.)	Delhi University	2016	50%
12 th Pass	C.B.S.E. Board	2012	53%
10 th Pass	C.B.S.E. Board	2010	65%

Key Skill:

- ❖ Knowledge of M.S. Office.
- ❖ Tally ERP 9.
- ❖ Good Knowledge of Ms Excel.
- ❖ Accounting.

WORKING EXPERIENCE

1. 4 month experience as a **Data Entry Operator** for **IPTS (Import Payment Tracker System)** in **Bank of America, Delhi** & continue.
2. 1 year & 7 month experience as a Executive in Group Business in **Max Life Insurance Company Limited**.

JOB RESPONSIBILITIES

- Review and verify data, such as age, name, address and principal sum and value of property on Insurance applications and policies.
- Modify, update and process existing policies and reflect any change in beneficiary, amount of coverage of type of insurance.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Refer unresolved customer grievances to designated department for further investigation.
- Receive application forms and check the quality of the application forms and giving the acknowledgment by mail to the sales managers.
- Lock the tickets according to the query of customer and mark the ticket number also.
- Prepare and mail checks.

3. 8 month experience as a Data Entry Operator in Datamation (DCPL), Gurgaon .

Interest:

- Playing badminton.
- Dancing and listening music.
- Travelling to new places.

Personal Information:

Father's Name	Mr Brijwasi Sharma
Date of Birth	Feb 13,1994
Nationality	Indian
Religion	Hindu
Languages Known	Hindi, English
Gender	Female
Email ID	swtkomal999@gmail.com
Mobile No	+919717096178
Present address	H.No-3/549 Dakshinpuri , New Delhi-110062
Permanent address	H.No-3/549 Dakshinpuri , New Delhi-110062

Declaration:

I hereby confirm that the above information given in resume is true up to the best of my knowledge.

DATE:

Place: Delhi

(Komal Sharma)