

CURRICULUM VITAE

PADMINI SHARMA.

Narayana Reddy Bldg, Thirupalaya

Near Muneshwara Temple.

Anekal TQ, Bommasandra, Karnataka

Bangalore -99

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Objective:

Intend to build a career with leading organization with committed by learning and employing the best and the latest by upgrading personal skill set and also to create a self identity in the world. Also dedicated people, where i can utilize my skills and strengths in conjunction goal and objective.

Educational Qualification

- **M.B.A:** Symbiosis Institute of Business Management (2019 Currently Attending).
- **B.A:** Jodhpur National University. (2014).
- **P. U.C:** M M M C Girl's Higher Secondary School (2011).
- **S. S. L.C:** Latu High School (2009).
- **Master Diploma in Computer Application:** Canara Educational Instiute.

Computer Proficiency:

- ERP- TCSION.
- Oodo.
- CRM (Customer Relationship Management).
- Payroll.
- Tally 9.
- Microsoft Office .
- Internet.

Working Experience:

- 2year 8 month in M/s **Sri Devagiri Enterprises** as **H R Assistant**.
- 6 Months in **CS Aerotherm Pvt Ltd** (Sales & Service , Marketing Department) as Assistant .

Job Responsibilities

- ✓ Employee's provident fund.
- ✓ Employee's state insurance.
- ✓ Bill making.
- ✓ Data entry.
- ✓ File maintenance.
- ✓ Sales & Purchase Invoice.
- ✓ E-way Bill.
- ✓ Quotation.
- ✓ Making Goods Receipt Number (GRN).
- ✓ Maintain cash book & handling petty cash.
- ✓ Preparation and submission of reports as required.
- ✓ Documenting and safe-keeping of all Records/Registers/Equipments placed under my custody.
- ✓ Interaction with Vendors/ Customer.

Personal Vitae

Name : Padmini Sharma
Father Name : Rama Pada Sharma
Date of Birth : 03.07.1994
Marital Status : Single
Language known : English, Hindi ,Bengali ,Assamese & Kannada. (To Speak)
Hobbies : Playing Badminton Chess Ludo, Listening Music Dancing & Surfacing My
Internet Knowledge.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and would like to give my service for a reputed organization and grow both as professional and also human being and giving more prominence to time. Thanking you.

Date :

Place :

(PADMINI SHARMA.)