



# MAMTA SHARMA

ACCOUNTANT MANAGER

## PROFILE

## CONTACT

7982401969

EMAIL:  
MAMTAS24275@GMAIL.COM

## HOBBIES

PLAY PUZZLES  
LISTENING SONGS.

## EDUCATION

---

**Graduate B.COM from SOL in 2015.**

**SarvodayaKanyaVidalaya**

Pass 12<sup>th</sup> class from CBSE Board in 2010

**DRP Convent Public school**

Pass 10<sup>th</sup> class from CBSE Board in 2008

## WORK EXPERIENCEACCOUNTANT CUM MANAGER

---

Shree Tirupati courier service.

Working as an Account ant cum Manager  
from December 2015 Till Now

Responsibilities:

- Managing Accounts
- Reconcile bank transactions
- Managing debtors & creditors accounts.
- Supervision of cash & other departments
- Tracking of Parcels.

HAVING EXPERIENCE IN HOME TUTIONS FOR  
LAST 3 YEARS.

## SKILLS

---

STITCHING  
COOKING  
ACCOUNTING  
MS OFFICE