

CURRICULAM-VITAE

SEEMA SHARMA

ADDRESS:-

House No. 1529/3, Gali No. -6,
Rajiv Nagar near AVR Public School,
Gurugram (HR) – 122001

Mobile:- 8826027048 / 9711320317

E-mail:- smsharma350@gmail.com

JOB PERSPECTIVE: -

- A position in the sentenced organization with major responsibilities that will effectively utilize my communication, leadership & organizational skills. My total work experience is approx. **9.5 Years.**

PRESENT WORKING:-

PLN9 Security Services Pvt. Ltd. As a Customer Relation Manager (CRM) May 2017 to tell date

WORKING EXPERIENCE: -

- Worked in High Energy Material Research Laboratory (HEMRL) Pune as Data Entry Operator on Contract Basis through Viswaat Chemical Ltd. Mumbai from October 2009 to December 2012
- Worked in Yamaha motor bike Ltd. as Data Entry Operator on contract basis from March 2013 to September 2015.
- Worked in Torque Fiat Motor Cars Pvt. Ltd in Gurugram as Customer Relation Executive (CRE) from November 2015 to March 2016.
- Worked in Music website Goyal & Singhal Chartered Accounts in Gurgaon as Data Entry Operator from March 2016 to August 2016.
- Worked in Pearl Honda Kapsons Engineers Pvt Ltd. sec-52 in Gurgaon as Customer Account Manager (CAM) from 20 September 2016 to 9th April 2017.
- Assisting in Accounts with Accounts Department (Maintain Account Statements, Update Bank Statements Daily, Create PO & Invoicing Monthly)
- Working in PLN9 Security Services Pvt. Ltd. 465, Udyog Vihar Phase -V, Gurugram- 122016. as a Customer Relation Manager (CRM) from 10th may 2017 to till date.

Job Responsibility:

- Bank Statement Reconciliation
- Maintain Petty Cash expense HO
- Prepare all legal case file, Service tax file as per direction by Management
- Payment reconciliation of all expenses/Vendor Payment, Wages, EPF, ESIC.
- Maintain Client ledger in Tally. ERP9
- Complete tally data.
- Attendance maintenance.
- Updation of data in Word, Excel, Power point.
- Dealing with site supervisors
- File maintenance
- Numbering of files, etc.
- Handling All Customer Reminder Call

- Handling Follow-up Calls.
- Daily calling at site with cross verification on Duty members as per records Site wise attendance verification, Leave applications, Resignations & Monthly Report – End of Month submitted to HR department
- Ensure proper coding of ‘time paid not work’ fanatics associates.
- Attend various meeting and perform miscellaneous paper work and reporting.
- Managing the store work or prepare the all items stock register.

ACADEMIC QUALIFICATION: -

- Completed High School U.P. Board Gorakhpur in 2005 with 50%.
- Completed Intermediate U.P. Board Gorakhpur in 2007 with 50%.
- Completed B.A. through D.D.U. Gorakhpur University 2010 with 49%.

PROFESSIONAL QUALIFICATION: -

- Completed Diploma in Information Technology Application (DITA) through “Kolkata Institute” 2007.
- Diploma in Computer (MS Office) through “Kolkata Institute” 2007.
- English Typewriting 40 WPM through Pune.

HOBBIES: -

- Cooking & Listening Music.

PERSONAL DETAILS: -

- Name : Seema Sharma
- Husband's Name : Mr. Abhishek Sharma
- Date of birth: : 5th Aug., 1990
- Gender : Female
- Nationality : Indian
- Religion : Hindu
- Martial Status : Married
- Language Known: : Hindi

DECLARATION:-

I do here by confirm that the information given in this form is true to the best of my knowledge and belief, presenting myself for the true and sincere hard works in your esteemed organization.

Place:

(Seema Sharma)

Date:

Signature: