

# **RESUME**

## **YOGITA SHARMA**

Address : B-1233 shastri nagar

New Delhi 52

Mob No : **+91-8377033108**

E-mail : **sharmapooja2951@gmail.com**

### **Objective**

Seeking a position to utilize my skills and abilities in the industry. An Industry that offers professional growth while being resourceful, innovative and flexible. Be steadfast and dedicated towards my work, in order to explore myself in this world.

### **Experience**

Company : Adhyatmik Sewa Mission Trust

Job Profile : Office coordinator

Duration : April 2018 to August 2018.

Company : SRI SWASTIK ENTERPRISES

Job profile : Accountants

Duration : July 2015 to till 01 feb 2018.

Notice Period : Within 7 days

### **Professional Training:**

Certified Professional Computer Accountant Certification from "National Institute Of Finance and Accounts(NIFA)" PITAMPURA New Delhi.

### **Technical Skills**

**Language:** - Tally.

**Operating Systems :** - Window XP, window 7, window 10.

**Office Tools :** - M.S.word, M.S. Excel.

### **Academics**

Professional Qualification

- Pursuing B.Com 1st year from Delhi university.

Academic Qualification

- **Intermediate:** CBSC Board in 2008.
- **Matriculation:** CBSC Board in 2010.

### Personal Skills

Comprehensive problem solving abilities, Excellent logics, Brainstorming, willingness to learn, Team facilitator.

### Personal Details

Name:	Yogita sharma
Father's Name:	Mr. Mukesh Sharma
Date of Birth:	03-10-1992
Marital Status:	Single
Language:	English, Hindi
Nationality:	Indian
Postal Address:	B-1233 shastri nagar New Delhi

Date -

Place - New Delhi

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