

# SHEFALI RAJ SHARMA

Ph: +91- 9717143586,9312509144, E-mail: [shflrjsharma@gmail.com](mailto:shflrjsharma@gmail.com)

## Career Objectives

To join a position of responsibility with a professionally managed progressive organization that provides conducive learning and development and to work on a challenging job profile which provides an opportunity to enhance my technical skills and progress, this could provide me with an insight into new aspects so that it would be helpful for my career.

## Employment Details

**Tiwari & Co.**

**Duration: Dec 2016-Feb 2018**

**Designation: Back Office Executive**

- Maintain & update the MIS sheet of clients on daily basis.
- Coordinate with clients and prepare the format of Illegal documentation
- Maintaining Books of Accounts of Companies, invoices on daily basis.
- Make the entries of banks & its related document of companies in Tally.
- E-filing the registration of clients.
- Handle cash and bank related works.
- Drafting, storing and verification of documents.
- Assist and support administrative staff in their day to day operations.

**Unnati Exports**

**Duration: Oct 2015-Nov 2016**

**Designation: Admin Manager**

- Maintain and prepare the excel sheet of order and DSR files.
- Prepare the excel sheet of drop shipping member according to their requirements.
- Provide price quotation for new designs arriving.
- Maintain the stock file and responsible for organized stock room.
- Handle all the aspects of communication & resolved customer complaints.
- Prepare import & exports documentation, invoices and provide updates to online vendors.
- Check and compare the quality of goods before dispatching and after receiving of the products.
- Maintain the Account of Stitching, Embroidery and Online vendors.

**Nav Bal Bharti Public School**

**Duration: Nov 2013-July 2014**

**Designation: Science & Computer Teacher**

- Planning course content and sequence of instruction.
- Prepare each and every topics of lesson before delivery of the lesson.
- Assigns reasonable tasks and homework to students.
- Coordinating or managing the work of other teachers.
- Prepare Students for standardized tests.
- Supervise children during extracurricular activities.
- Address the students on moral principles, social and environmental issues.
- Communicated with parents in regards to the performance of their Children.

Education Credentials				
Course	Institute	Board	Year of Passing	% age
10 <sup>th</sup> Standard/Matriculation	G.G.S.S School	C.B.S.E	2009	65.50%
12 <sup>th</sup> Standard/Higher Secodary	Ghaziabad Public School	C.B.S.E	2011	62%
Graduation (B.SC.IT)	Sikkim Manipal University	Manipal University	2014	67.27%

Technical Skills	
Web Technologies	HTML, CSS, XML, Bootstrap
Database	Oracle 10g
Operating System	Windows(7/8/10)
Applications	MS Office
Accounting	Tally ERP-9

#### Certificate Course

- Two months certificate course of Tally ERP-9 from Lal Bahadur Shastri Institute.

#### Academic Achievements

- Had received a reward for the social work from GCCI(Global Cancer Concern India)
- Ranked with second position in overall school academic.
- Got third rank in Writing Competition during school days.

#### Personal Strength

- Able to do work individually as well as in team.
- Willing to learn and hard working.
- Good analytical skills and logical skills.
- Adaptability to changing the environment and trends.

#### Further Details:

Father's Name : Mr. Rajendra Prasad Sharma  
 Mother's Name : Mrs. Rekha Sharma  
 Date of Birth : 12<sup>th</sup> September 1994  
 Permanent Address : H.No.-99, Plot No.-803, Near Jain Mandir, Rajbagh Colony, Sahibabad  
 Ghaziabad, PinCode-201005  
 Marital Status : Unmarried  
 Language Proficiency : English, Hindi  
 Nationality : Indian  
 Hobby : Calligraphy, Writing poem, Sketch Drawings

I hereby declare that information provided above is true to the best of my knowledge and belief.

**Date:**

**Place:**

**(SHEFALI RAJ SHARMA)**