

RESUME

AKASH SHARMA

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Bhopal (M.P) - 462022

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PROFESSIONAL SUMMARY

To start a management career by joining a well settled and highly professional organization but provides good career advancement through large efforts and innovative work techniques

ACADEMIC QUALIFICATION

| <u>QUALIFICATION</u> | <u>SPECILIZATION</u> | <u>BOARD/UNIVERSITY</u> | <u>YEAR OF PASSING</u> | <u>DIVISION</u> |
|----------------------|----------------------|-------------------------|------------------------|-----------------|
| MBA | MARKETING / FINANCE | PEOPLE'S UNIVERSITY | 2019 | FIRST |
| B.COM | ECONOMICS | BARKATULLAH UNIVERSITY | 2016 | SECOND |
| 12 TH | COMMERCE | M.P.BOARD | 2013 | FIRST |
| 10 TH | ALL SUBJECTS | C.B.S.E | 2010 | SECOND |

CERTIFICATE COURSE

- Diploma in computer application from Makhanlal Chaturvedi University with Second Division

TECHNICAL SKILLS

- Marketing Skills

INTERNSHIP TRAINING

Organization : Sports Authority of India
Designation : Intern
Report To : Assistant Director
Duration : 6 Weeks
Start's From : 01 MAY 2018
End's To : 15 JUN 2018
Roles and Responsibilities : Assist in the development and maintenance of financial statement in timely and accurate manner.

- Help in preparing supporting information for annual audit.
- Preparing Cash-Book , ledger
- Preparing bank reconciliation statement
- Research on Sports Scheme
- Preparing Reports

WORK EXPERIENCE

COMPANY NAME : HDFC Sales Pvt Ltd
DESIGNATION : SALES OFFICER (HOME LOANS)
JOINING DATE : 01/April/2019 (Till Present)

JOB RESPONSIBILITIES : • Maintaining good relationship with Home • Finance team ensuring customer satisfaction.

- Prepares reports by collecting, analyzing, and summarizing information.
 - Maintains professional and technical knowledge
 - Contributes to team effort by accomplishing related results as needed
 - Explain complete housing product to client with brief description.
 - To maintain relationship with dealers and existing customer to promote Business
- Explaining about housing product to the customer at mapped area.

STRENGTHS

- Responsible towards work

- Self – motivated and directed

AREA'S OF INTERESTS

- Travelling
- Listening to music
- Reading political articles

PERSONAL DETAILS

| | |
|----------------|------------------|
| Father's Name | : Pramod Sharma |
| Mother's Name | : Rekha Sharma |
| DOB | : 06 May 1994 |
| Nationality | : Indian |
| Language Known | : Hindi, English |

DECLARATION

I here declare that the above information is to the best of my knowledge and my brief

DATE : ____/____/____

PLACE : BHOPAL

SIGNATURE