**Shivani Sharma**

**CAREER FOCUS**

I am a learner and a Hard worker . I am specially proud of my Financing and Marketing abilities and with this combination I hope to gain the best work thus resulting in the Win-Win situation.

**QUALIFICATIONS**

\* 10th from P.S.E.B. IN 1997-98 WITH 75% MARKS

\* 12th FROM P.S.E.B. IN 1999-2000 WITH 50% MARKS

\* B.com FROM PUNJABI UNIVERSITY IN 2003 WITH 50% MARKS

\*DONE COMPUTER OPERATER & PROGRAMING ASSISTANT CORSE FROM PUNJAB TECHNICAL BOARD (I.T.I )

\* B.ed. From Kurukshetra University with 55%. in 2013

\* Honours in punjabi from patiala university .in 2014

**SKILLS AND ACCOMPLISHMENTS**

\* Four years experience in Mutual funds , Share Trading and Financial investments.

\* C.O.P.A. Course and platforms are: M.S.DOS , M.S.OFFICE , WINDOWS XP PROFESSIONAL & WINDOWS 7 .

\* Perfect in Excel , Word , Powerpoint & Web Services

\* Any work on internet ( e mail , Surfing , Downloading etc. )

**PROFESSIONAL EXPERIENCE**

\*Worked as Asst. Accounts in M/s Pandit Motors ( Bajaj dealer ) from 2006 to january 2009.

\*Worked as Financial Adviser from March 2009 to january 2013 in Shubham Finance at Nahan. Basically I deals in Mutual Funds , Gold Trading , Share Trading , Life and Vehicle Insurance , Bonds , Fixed Deposits etc.

\*Presently working as Teacher in Sirmour Hills Public School , Nahan from Dec 2013.

**PERSONALS**

**Husband's Name** : Nishant Sharma

**Date of Birth** : 19th of August 1983

**Languages Known** : English , Hindi , Punjabi

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Date :\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ ( Shivani Sharma )