

# DEEPAK SHARMA

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## OBJECTIVE

Looking to work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills acquired while pursuing MBA and which would enable me to grow while fulfilling organizational goals.

## WORK HISTORY

### CA Swapnish Garg (INTERNSHIP)- May'2020- June'2020

- Worked as finance intern
- Created financial reports and supported all areas of responsibility
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data.

### Rajesh Construction Raipur -June'2016 to June'2019

#### Role:

- Worked as Accounts Officer
- Main role was to handle accounts payable and receivable
- Cross checking invoices to ensure accuracy
- Handled general account queries
- Follow up and support for Sending bills and invoices to clients

## EDUCATION

**MBA-Finance & Marketing from Amity University, CG- 2019-21 with CGPA 7.92**

**PGDCA - Pt.Ravishankar university Raipur C.G- 2018-2019 with 55%**

**B.Com- Pt.Ravishankar university Raipur C.G- 2016 with 50%**

## SKILLS

- Knowledge of Microsoft office applications
- Knowledge of tally erp9
- Profound ability to work in fast paced environment
- Excellent communication skills and ability to present complex information in an easy way.
- Ability to work in team
- Ability to rapidly build relationship and set up trust.

## ACHIEVEMENTS

- Participated as an orientation leader and facilitated campus tours for the MBA fresher batch in Amity
- Worked as a Volunteer for Campus placement and training activities
- Attended a visit to Amul Dairy to understand the business and sales cycle
- Actively attended various webinars and workshops organized by College

## HOBBIES

- Travelling
- Reading books