

CURRICULUM VITAE

Shikha Sharma

West bazar pada,angul ,Odisha

Mobile No-9040452842, Email ID- ss.shikha2105@gmail.com

CAREER OBJECTIVE:

To build a career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenge, fulfilling the organizational goals and climb the career ladder through continuous learning and commitment.

ACADEMIC QUALIFICATIONS:

DEGREE	UNIVERSITY	PERCENTAGE	PASSING YEAR
B.COM(HONS) With distinction	Government college angul, Utkal university.	CGPA 6.84	2018
HSC(commerce)	Rotary public school, angul	83%	2015
SSC	Rotary public school, angul	CGPA 9.4	2013

SKILL SETS:

Computer proficiency: MS WORD, MS EXCEL, MS POWERPOINT AND BASICS OF OPERATING A COMPUTER SYSTEM.

Language skills: well versed in English and Hindi.

STRENGTHS:

- ❖ Work with positive attitude to contribute to the healthy functioning of the organization.
- ❖ Self-confident and exhibits great patience.
- ❖ Analyzing every angle of a project before working on it.
- ❖ Enthusiastic to learn new things.
- ❖ Manifests adaptability to dynamic environment.