

CURRICULAM VITAE

SHASHANK KUMAR SHARMA

D-3/536, Street No-11, 3rdPusta, Sonia Vihar, North East Delhi -110094

Contact No – 9818661115, 9958492682 (Home) Email:-kumarshashank536@gmail.com

OBJECT

I am valued for the passion I put into my work. More than anything, I look forward to a stimulating position in a well-respected and supportive firm where I can continue to hone and develop my skills. As a personal assistant, I have always had a strong interest in our work and love the challenging and intellectually stimulating nature of the legal industry.

EXECUTIVE SUMMARY

- Two Years' Experience **Computer Operator in Lis Partners Adv. & Solicitors** in **Nizamuddin East**, from May, 2011 till April 2014.
- Four Years' Experience in **Kundan Group's & Advocates** in the post of **Personal Assistant, Computer Operator & Court Clerk** in **Connaught Place**, from April, 2014 till April 2019.

KEY OF EXECUTIVE WORK.

Payroll preparation by providing relevant data.

Responsible for centralized purchase, billing, payment release, record making.

Create Daily and weekly Cash Reports.

Official work (handling all legal file, day book maintaining, all clerical work)

Maintaining all official records for accounts related

Manage schedules and deadline.

Responsible for Client Handling & queries satisfaction.

Scheduling Appointments.

Taking care of general office functioning.

Maintaining the documents records electronically with hardcopy.

Filing corporate documents, records, and reports.

Performing basic bookkeeping work.

Preparing and making arrangements for committee, board, and other meetings including the agendas.

Making travel arrangements for executives.

Preparing papers for consideration and presentation by committees and boards of directors.

Attending meetings in order to record minutes. Distribute minutes of meetings and mail the same.

Supervise other clerical staff.

Computerized accounting using Excel

EDUCATION

- **GRADUATE: - POLITICAL SCIENCE (Hons.)**
- **12TH PASSED FROM C.B.S.E. BOARD IN DELHI -** 2010
- **10TH PASSED FROM C.B.S.E. BOARD IN DELHI -** 2008

PERSONAL INFORMATION

- Father's Name :- Sanjay Sharma
- Date of Birth :- 18th January 1993
- Marital Status :- Unmarried
- Gender :- Male
- Language Known :- Hindi & English

SKILLS

- Computer Knowledge (vlookup, hlookup, pivot table, macro, pivot chart, VBA code, Power point, Internet etc.)
- Office Management
- Record Maintenance

DECLARATION

I have capacity to work in challenging environment and expand my horizon with good helping nature.
All the statements furnished as above are correct to the best of my knowledge.

DATE:-

PLACE: - DELHI (INDIA)

(SHASHANK KUMAR SHARMA)

Note: - Previous Salary - 2,64,000/- P.A. (22,000/- P.M.)

Expected Salary – 3,75,000/- P.A. (25,000/- P.M.)

Notice Period – 7 day's