CURRICULUM VITAE

**Kirtika Sharma**

**171/141 Sec-17 Near Rawat School,Sanganer,Pratap Nagar**

**Jaipur, RAJ (302033)**

**Mobile No.:- 9672250077**

**Email Id: ktkshrma@gmail.com**

# Career Objective

To the policies and goals of the organization with the highest level of dedication & sincerity, co-ordinate with the colleagues to work with constant endeavor in order to work as a team to achieve new heights for the organization .

# Educational Qualification

* Sr. Secondary from M.P Board.
* Secondary from Rajasthan Board.
* B.C.A from Jaipur National University.
* M.C.A from Jaipur National University.

**Skills**

* Computer knowledge: Basic & MS Office, MS Word.
* Language Skills: Hindi & English.

**Qualities**

* + Good Listener.
  + Time, weather and conditions do not affect the nature of my work.
  + Good communication skills
  + Round the clock working.
  + Focus on building relationship with new people.
  + Ability to work in new and challenging environment.

**Hobbies**

* Explore new things & Places.
* Listening & Singing music.
* Like to interact with new people.

**Experience**

* Presently Working in GENPECT as Process Associate. (Oct’15 to Till now).

**Current Job Profile**

* Handling Customer Query Related payroll.
* Taking Care Additional Responsibility (reporting).
* Manage work along with team to distribute Cases..

**Rewards**

* Got appreciate Mails.
* Performance of the month two times in GENPECT for Outstanding Performance.
* Got Gold Award in the team for Performance
* Got Bronze Award.

**PERSONAL DETAILS**

**Name**  : Kirtika Sharma

**Father’s Name**  : Mr. Hari Charan Sharma

**Date of Birth**  : 16 April 1988

**Marital Status** :Single

**Nationality** : Indian

**Religion** : Hindu

**Address**  : 171/141 Sec-17 near Rawat School,Sanganer,Pratap Nagar

**E-mail** : ktkshrma@gmail.com

**Contact No.**  : +91-9672250077

**DECLARATION:**

I, the undersigned, hereby declare that the details furnished as above are true to best of my knowledge.

Date:

(KIRTIKA SHARMA)

Place: Jaipur