# VINEETA SHARMA

**SMQ No. 345 , 28 Wing**

**Air Force Station Hindon ,**

**Mohan Nagar, Ghaziabad-201 004**

**Phone No: 9717565689**

**E-mail: vineetasharma2008@gmail.com**

|  |
| --- |
| **OBJECTIVE** |

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated

people, which will help me to explore myself fully and realize my potential. Willing to work as a key

player in challenging & creative environment.

|  |
| --- |
| **QUALIFICATION** |

* Master of Business Administration (**M.B.A**) from Punjab Technical University. Passed 1st Sem. with 74% & 2nd Sem. with 80%., 3rd Sem. With 75.5% and 4th Sem. With 77.2%.
* Bachelor of Commerce (B.Com) passed from Delhi University (Delhi) in 2010.
* Intermediate passed from K. V. No. 1 (Hindan), Mohan Nagar (Ghaziabad) in 2006.
* High School passed from Army School (K. V. No. 1), Amritsar (Punjab) in 2004.

|  |
| --- |
| **TECHNICAL QUALIFICATION** |

* One year Diploma in “**Dot Net Programming**” from **Oxford Software Institute** in 2009.
  + Its Include:
    - Ms- Office 2007/2010, Internet, Web Designing, HTML, DHTML, Dream Weaver
    - .Net Languages and Database, SQL Server, VB .Net, C# Language, ASP .Net etc.

|  |
| --- |
| **PROFESSIONAL QUALIFICATION** |

* One Year Diploma in **“Aviation, Hospitality and Travel Management”** from **“Frank Inn**

**Institute”** Preet Vihar, Delhi in June 2007.

* Basic & BSP, CRS Training from **“Galileo India” in Septe**mber 2007.
* Basic Knowledge of CRS System **“AMADEUS”.**

|  |
| --- |
| **IT SKILS** |

* MS-Office 2007/2010
* Internet Applications
* Operating System (Windows XP, Windows Vista, Windows 7, Server 2003)
* Computer Maintenance & Software Installation
* Fluency in typing of Hindi and English.

|  |
| --- |
| **ACCOUNTS SKILS** |

* Winyatra Accounting Software Operation
* Tally 4.5, 5.4 and ERP 9.0
* Airline Billing
* Airline Refunds
* Cash Receipts & Cash Payments
* Bank Receipts & Bank Payments
* Journal Voucher
* Party Statements

|  |
| --- |
| **WORKING EXPERIENCE** |

**Company Name TSI – YATRA PVT. LTD.**

**Duration October 2012 to 31 Mar 2016**

**Job Profile Worked as Sr.Accounts Executive**

**Responsibility**:

* Handling Billing and Refunds.
* Cash / Bank receipt and payment Entries.
* Journal Voucher Entries.
* Party & Vendor Reconciliation
* Reconcile of Low Cost Carriers daily & monthly Basis.
* Short out LCC & GDS Pendency on weekly basis.
* Reconciliation of Supplier Payment and Deals on weekly Basis

**Company Name TARGET COMPUTERS, GHAZIABAD**

**Duration October 2010 to March 2012**

**Job Profile Working as System Administrator**

**Responsibility**:

* Troubleshooting and installation of Windows XP/ Vista / Window 7 OS.
* Troubleshooting, configuration and installation on laptops.
* Outlook configuration/troubleshooting an Exchange/POP/SMTP.
* Software (Ms- Office, Photoshop, 3D Max, Corel Draw etc) configuration and installation.
* Installing and updating different software’s including Antivirus.
* Solving the issues related to software corruption and ensure minimum data loss.
* Coordinating with the Internet Service Provider in case of network problem.
* Software installation, configuration, repair and troubleshooting.
* Hardware installation, testing, cleaning, troubleshooting, repair and maintenance.
* System check-ups, on-site computer setup, tune-ups, assessment and diagnostics.
* All office Hardware, Software and other issues.

**Company Name TRAVEL CHACHA.COM (IATA), KAROL BAGH (NEW DELHI)**

**Duration August 2009 to September 2010**

**Job Profile Worked as Domestic & International Supervisor.**

**Responsibility**:

* Examine passenger ticket or passport to direct passenger to specified area for

loading.

* Plan route and computes ticket cost, using schedules, rate books, and computer.
* Read coded data on tickets to ascertain destination, mark tickets, and assign

boarding pass.

* Assist passengers requiring special assistance to board or depart conveyance.
* Sell travel insurance.
* Announce arrival and departure information, using public-address system.
* Sell and assemble tickets for transmittal or mailing to customers.
* Answer inquiries made to travel agencies or transportation firms.

**Company Name KHANNA ENTERPRISES (IATA) (NEW DELHI)**

**Duration October 2007 to July 2009**

**Job Profile Worked as Counter Executive Domestic (Air Ticketing)**

**Responsibility**:

* Handling Domestic Ticketing.
* Making Itinerary, Costing and other Query of Clients.
* Raised LPO as per the tickets booked on day to day basis.
* Cross checked the invoices given the traveling agent before it was send

to the accounts department.

|  |
| --- |
| **PERSONAL DETAILS** |

* Name : Vineeta Sharma
* Father’s Name : Late Sgt. G.R. Sharma
* Date of Birth : 10th February 1989
* Nationality : Indian
* Language Known : English, Hindi
* Typing : English, Hindi
* Marital Status : Single

**Date: 04/06/2016**

**Place: Ghaziabad (VINEETA SHARMA)**