**RADHA SHARMA**

**E-Mail:- govind.hcl2009@gmail.com**

**Contact No: +919717289410**

1/9472, Gali no-7, West Rohtash Nagar, Shahdara, Delhi-110032

**CAREER OBJECTIVE:-**

To be a part of an organization that can leverage and make optimum utilization of my skills for

career growth with the company.

**WORK EXPERIENCE :-**

* Worked with AVJ GROUP OF COMPANY New Delhi, as aCRMIn Real Estate. From April 2016 to May 2017
* Responsible for Execution of Job Orders.
* Responsible for creating Invoices against Job Orders.
* Issue Credit Note/Debit Note
* Report to Management on outstanding issue

**EDUCATION:-**

* 10thfrom C.B.S.E Board in 2002
* Intermediate from C.B.S.E Board in 2004
* B.com(P). from Delhi University in 2007
* M.Com from Himachal University in 2009

Other Qualifications

* Basic Computer Knowledge from RAJEEV GANDHI COMPUTER SAKSHARTA MISSION
* Basic Computer, (MS Office )

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**SKILL SETS :-**

* Hard working.
* Convincing ability.
* Strong interpersonal skills.
* Passionate about my work
* Good analytical and problem solving skills.

**PERSONAL PROFILE:-**

Name Radha Sharma

Father’s name Sh. Haridev Sharma

Date of birth 15-04-1987

Sex Female

Hobbies Designing, Painting

**Date**:

**Place: Delhi**