**CURRICULUM VITAE**

KIRTIKA SHARMA

9711272269

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**Career Objective**

To pursue a highly rewarding career, seeking for a job where I can utilize my skills and knowledge efficiently for organizational growth. To work hard with full determination and dedication to achieve organizational as well as personal goals.

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Father’s name | : | Mr. Praveen Kumar Sharma |
| Gender | : | Female |
| Date of birth | : | 8th April 1995 |
| Address | : | H.No-B202 , SCC SAPPHIRE Society , Rajnagar Extension, Gaziabad |
| Student | : | B.com (H) |
| Language known | : | English & Hindi |
| Functional areas | : | HR & Marketing. |

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic | Institute | University / Board | Year of passing |
| 10th | Little Flowers Public Senior Secondary School | CBSE | 2011 |
| 12th | Little Flowers Public Senior Secondary School | CBSE | 2013 |
| B.com (H) | Shyam Lal college(MORNING) | Delhi university | 2016 |
| MBA(HR) | Sikkim Manipal University | SMU | 2018 |

Experience

* Company -TAJ EDUGLOBE LTD.
* Designation- Counselor(operations)
* Duration -5 months

**Extra curricular activities**

**School Level**

* 1st in march past at zonal inter school competition in 6th standard.

**College**

* Volunteer in Skill Development Committee of Shyam Lal College.
* Member of QUIBBLE: quiz society of Shyam Lal College.

**Volunteer experience**

* Worked with **LEADERS FOR TOMORROW** (NGO) as **COLLEGE PRESIDENT** in 2014-15.
* Managing team and give them training.
* Organize various social events in college campus.
* Event Head of **LEADERS FOR TOMORROW** Annual Fest in 2015.

**Skills**

* I have leadership skills and will happily take responsibility of any situation, if necessary.
* Confident in myself and my action.
* Enjoy learning new concepts.
* Knowledge of MS-word, Excel, PowerPoint.

**Activities and interest**

* Social work, Learning new things, Computer & Badminton.

**(Kirtika Sharma)**

Place : DELHI

Date :