


CURRICULUM VITAE

Personal Details:

Surbhi Sharma

#81/B-1, Model Town,

Pinjore Distt. Panchkula

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Career Objective:

An honest and sincere approach to achieve a place in life where I can contribute for the betterment of the organisation and society by utilizing my Knowledge and skills to the fullest.

Personal Qualities:

- Knowledgeable mind and personality.
- Passion of teaching.
- Excellent motivational and leadership skills.
- Excellent verbal and written communication skills.
- Remarkable patience with reliability and responsibility.
- Dedicated and hardworking person.
- Incorporating best convincing ability.
- Multi-tasker.
- Critical Thinking Ability.
- Time Management Qualities.

Computer Knowledge:

- Best in making PowerPoint presentations.
- Excellent in basic use of computers.
- Proficient in working on Ms-Office.
- Proficient in working on Ms-Excel.
- Internet Savvy.

Education:

Qulaification	Name of the Institution	Speciality
1. Masters of Commerce (M.Com)	Shri Guru Gobind Singh College For Women, Sector-26, Chandigarh	Finance
2. Bachelors of Commerce (B.Com)	Post Graduate Government College For Girls, Sector-42, Chandigarh	Commerce
3. Class 12 th	Government Girls Senior Secondary School, Sector- 18, Chandigarh	Commerce
4. Class 10 th	Sophia Convent School, Kalka	

Hobbies:

1. Listening Music.
2. Always interested in learning new terms.
3. Playing with Numbers.
4. Travelling.

Accomplishments:

1. Scored the highest marks in M.com in my college.
2. Always stood out in debates.
3. Have always been a best presenter due to fluency in English.
4. Crowned as Miss Fresher's 2nd Runner Up in fresher's due to confidence level.
5. Anchored and Management almost every event of the college.

Languages:

1. English – Read, Write, Speak
2. Hindi – Read, Write, Speak
3. Punjabi – Read, Write, Speak

Experience:

1. Taken home tutions for almost 2 years.

References:

Available on request