

ANMOL SHARMA

JOB TITLE: ACCOUNTS AND MIS
EXECUTIVE

PROFILE

I am currently holding the position of an Accounts and MIS executive. Being an enthusiastic and skilled person with immense knowledge of providing advice on product and services, I ensure you provide a valuable contribution toward the growth of your organization. I am dedicated to manage the data and time as well.

I would excel in the collaborative environment on which your company prides itself.

CONTACT



PHONE:
(+91)9953114983



ADDRESS:
27/3 Lal-quarter, Lohia Nagar,
Ghaziabad, UP



EMAIL:
anmolbittan@gmail.com

PROFESSIONAL ENHANCEMENT:

- **CERTIFICATIONS:**
Digital Marketing (INTERSHALA & GOOGLE)
- **SEMINARS:**
I have actively attended **CLASSIC POLO'S SUMMER SPRING' & AUTTUMN WINTER 2020 BOOKING PRESENTATION** as a Representative of UP WEST & UTTARAKHAND REGION

I have actively attended **NUMERO UNO'S SUMMER SPRING' & AUTTUMN WINTER 2020 BOOKING**

SUMMARY:

An Accounts and MIS Executive seeking for an opportunity to work in a renowned organization to leverage my skills, utilize my knowledge and intelligence in the growth of the organization.

ACADEMICS CREDENTIALS:



**SWAMI VIVEKANAND SUBHARTI UNIVERSITY,
MEERUT:**

Bachelor of Business Administration
2018-2021.



BRITISH COUNCIL OF INDIA:

Course: Business Communications
2017-2018



**GSM SENIOR SECONDARY SCHOOL, GHAZIABAD
(CBSE):**

Certificated in COMMERCE .
Intermediate: 2016-2017
SSC: 2014-2015

WORK EXPERIENCE:

I have around 2+ year of experience in Accounts & MIS. My current and past work experiences are:

ACCOUNTS AND MIS EXECUTIVE:

NIDHI LIFESTYLE, GHAZIABAD 06-2018 - Present

- Daily and monthly generates of MIS reports, analysing the cases.
- Developed several MIS policies that kept the company's network ahead of the technology curve.
- Personally, involved in the tasks of accounting, data entry, inventory and billing.
- Maintains reports of admin related too.

CUSTOMER CARE ASSOCIATE:

COGENT E-SERVICES

05-2017 To 5-2018

- Handled customer's calls and responded to queries about products and services in a helpful manner.
- Worked to address all customers concern in timely and effective way.

PRESENTATION as a
Representative of UP WEST
REGION

ADDITIONAL SKILLS:

- Administrative and Organisational skills
- Possess good customer service and verbal skills.
- Freelance Website & content writer.
- Highly active to manage a busy workload.
- Meet the deadlines.
- Multitasker having Decision making ability.

HOBBIES:

- Learning new Digital skills
- Content writing

STRENGTH:

- Optimistic and bold
- Stress tolerance
- Flexibility and Adaptability
-

- Handled sales transactions and return in an organised way.

PROFICIENCY:

- **Software:** Sap Business One, Logic ERP, Tally. ERP 9, Microsoft office and Outlook.
- **Database:** MS Excel ,MS Access [Tables, Relationships, Joining, Forms etc.]
- **Servers/OS:** Window 10, Window 8, XP