

ABISHEK SHARMA

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Contact No. : 8918560633



D.O.B.: 08-FEB-2000

Objective:

Ambitious, detail-oriented, eager to contribute towards the building of a strong team. Adapt quickly to challenges and changing environments. Knowledge and understanding of various finance tools.

WORK EXPERIENCE

- **Company Name:** SIMLA FINE TEA PVT LTD
- **Year of Experience:** 1 year 8 months
- **Designation:** FULL TIME ACCOUNTANT
- **from:** 01-01-2020 **to:** 05-10-2021
- **Work:** TDS, EXCEL, TALLY, Business development, Financial Planning and social media.

- **Company Name:** SIMLA FINE TEA PVT LTD
- **Year of Experience:** 1 year 4 months
- **Designation:** PART TIME ACCOUNTANT
- **from:** 10-08-2018 **to:** 01-01-2020
- **Work:** EXCEL, TALLY.

- **Company Name:** IT SHINE SOLUTIONS
- **Year of Experience:** 11 Months
- **Designation:** CUSTOMER HANDLING
- **from:** 2017-01-01 **to:** 2017-12-10
- **Work :** Customer care executive

PROJECT DETAILS

KEY SKILL

- **Skill :** DATA ENTRY OPERATOR
- **Years of Experience :** 3 year
- **Level :** Expert
- **Skill :** VIDEO EDITING
- **Years of Experience :**
- **Level :** Intermediate
- **Skill :** ACCOUNTS, TALLY
- **Years of Experience :** 3 years, 0 Months
- **Level :** Expert
- **Skill :** ADOBE PHOTOSHOP, ADOBE ILLUSTRATOR, COREL DRAW
- **Years of Experience :** 3 Months
- **Level :** Intermediate

TRAINING DETAILS

- **Training Name :** 1042
- **Training Center Name :** TALLY SCHOOL
- **Training Provider :**
- **Course Details :** FULL COURSE
- **Certified By :** COMPUTER PARADISE

• **QUALIFICATION DETAILS**

- **Matriculation(10th) from Kendriya Vidyalaya E.A.C. Upper Shillong with 94.6% in 2016**
- **Intermediate (12th)/10th+2 from DARJEELING PUBLIC SCHOOL(CBSE) with 76 % in 2018**
- **Graduation from Suryasen mahavidyalaya Siliguri (completed) with 72% in 2021**
- **Currently pursuing M.B.A.(Finance) from Amity Online 2021-23**

PERMANENT ADDRESS

- **ADDRESS1 : NEW MILAN PALLY RAM THAKUR MANDIR ROAD SILIGURI WEST BENGAL**
- **ADDRESS2 : NEAR CHILDREN'S PARK**
- **City : SILIGURI**
- **District : DARJEELING**
- **Pin : 734005**
- **State : WEST BENGAL**
- **Country : INDIA**

CORRESPONDENCE ADDRESS

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- **ADDRESS1 : NEW MILAN PALLY RAM THAKUR MANDIR ROAD SILIGURI WEST BENGAL**
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EXPERTISE IN LANGUAGES

Language name	Read	Write	Speak
ENGLISH	Yes	Yes	Yes
HINDI	Yes	Yes	Yes
BENGALI	No	No	Yes
MARWARI	Yes	Yes	Yes

Declaration:

I here by declare that all the information i have mentioned is true for best of my knowledge.

ABISHEK SHARMA