Address- Vill+ Post Shoulda Distt.Meerut (U.P)-250106

Alternate Address -Dwarka 26 Pt.Ram Chanter Choke village-bharthal

New Delhi-110077

**CAREER OBJECTIVE**

Seeking Position to utilize my skills and abilities in the Organization that offer professional growth while being resourceful, innovative and flexible.

**Academic Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **School/college** | **University/board** | **year** |
| High school | k.v inter college Machhra Meerut | U.P BOARD | 2007 |
| INTERMEDICATE | k.v inter college Machhra meerut | U.P BOARD | 2009 |
| Gradution | CSSS(PG)College Machhra | Ch.C.S.U,Meerut | 2013 |

**PROFESSINOAL SKILLS**

\*Basic knowledge in computer

\* Ms Office Word

\* Ms Office Excel

\* Internet

**PROFESSINOAL SKILLS**

**\*NAME - AASHEESH SHARMA**

**\* FATHER - VIRESH CHANDRA SHARMA**

**\* MOTHER - USHA KIRAN**

**\* D.O.B - 06/05/1993**

Work Experience

1. Office coordinator 2 year Exp. (Hi-tech group old Gurgaon Road kapashera Border Delhi)

2. 2 Year Experience in Account maintain and Preparing the salary Sheet, Compliance

3. 2 Year worked IN Admin Supervisor, Commando Muscle power Pvt Ltd. Delhi. .

4. Work Front office executive & office Coordinator North East Transmission Company Limited. Delhi (19 march 2019 to till date).

\*Coordinate transportation.

\* Facilities & Housekeeping, maintenance.

\* Patty cash maintain

\* Preparation of Bill and Compliance of All Sites

\* Dispatching of courier.

\* Handling the company vendor

LANGUAGE:-

\* Dispatching of courier.

\* Facilities Management & Housekeeping. Manage the attendance sheet all site.

\* Preparing the salary sheet of all the sites on Excel

\* Preparation of Bill and Compliance of All Sites

\* Tender Filling and Company Document Information  
 \*Transfer of all Employees' salaries from Net Banking to the Company.

\* Front office executive & Admin executive North East Transmission Company Ltd. Limited. Delhi to till date.

LANGUAGE:-  
\*Hindi, English

DECLARATION:-

I hereby declare that statement made in the application is true to the best of my Knowledge.