

CURRICULUM VITAE

RITIKA SHARMA

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Adarsh Nagar Naya Gaon
Mohali Punjab – (160103)
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Career Objective

Looking for a career clubbed with a dynamic, challenging and cohesive working environment which shall enable me to combine my repertoire of Organizational & Managerial Skills with my learning, so as to perform, develop and progress resulting in organizational and personal growth.

Educational Qualification

Year	Qualification	Name of School / University	Percentage
2009	Secondary (10th)	Govt. Senior Secondary School Shakra (HPBOSE), Dharamshala	66%
2011	Sr. Secondary (12th)	Govt. Senior Secondary School Shakra (HPBOSE), Dharamshala	64%
2014	B. Com	Himachal Pradesh University, Shimla	60%
2016	M. Com	Himachal Pradesh University, Shimla	60%

Academic Qualification

Year	Qualification	Name of School / University	Percentage
2019	PGDCA (Diploma)	Himachal Pradesh University, Shimla	82%

EXPERIENCE

- Working in HRTC (Himachal Road Transport Corporation) Shimla on outsource basis through Nielit Shimla w.e.f. 21-02-2015 to 30.10.2020.

PERSONAL SKILL

- Honesty
- Team Spirit
- Quick Learner

PERSONAL PROFILE

- W/O - Dhruv Sharma
- Date of Birth - 22/03/1994
- Gender - Female
- Marital Status - Married
- Languages Known - Hindi, English
- Nationality - Indian

Computer proficiency

- Computer Applications – MS Word, MS PowerPoint, MS Excel and Internet.
- Operating System – Window 7, Window 8 & Window 10

Professional Skills:

- **written and oral communication** skills
- **Teamwork** oriented as well as an individual deliver
Ability to analyze, relate to situations, support and **develop plans** to **contribute towards the growth** of the **team and organization**.

Declaration:

I hereby solemnly affirm that all information furnished above is true to the best of my knowledge and efficiency.

Date:
Place: Chandigarh

(Ritika Sharma)