

Aarti Sharma

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To recognize myself as a person with dignity in my profession. To work hard and compile with the entire professional obligation.

SYNOPSIS

Qualified Arts Graduate from EIILM UNIVESITY REGD. (Under in UGC).

ACADEMICS

B.A	EIILM UNIVESITY	2014
12 th	C.B.S.E. Board	2008
10 th	C.B.S.E Board	2006

PROFESSIONAL EXPERIENCE

JOB TITLE 1 :- Tally Operator Cum Computer Operator in SANJAM SALES at Kishan Ganj , Delhi – 110007.

Duration :- 23 APRIL 2016 TO 23 SEPTEMBER 2017

Joining Salary – 12500 /-

Drawn Salary – 15000 /-

JOB DESCRIPTION :-

- **Do all SALE & PURCHASE ENTRY.**
- **Do all E-Commerce Work in websites from Pay tm, Ebay, Snapdeal, Shopclues.**
- **Make orders as per buyer demands on web sites above mentioned..**
- **Check Payment Data from sites.**
- **Check the Return Product whether it is safe or not..& report it to the Backend Dept Of every websites.**

JOB TITLE 2 :- Computer Operator In PARASAVNATH TRADING COMPANY at Sector 9 Rohini New Delhi- 110085.

DURATION :- 10 FEB 2014 TO 10 FEB 2016

JOINING SALARY - 7000 Rs.

Drawn on – 12000 Rs.

JOB DESCRIPTION :-

- Make all Purchase Order on the site of L&T (Larson & Tourbo).
- Make all Sales Order on the site of L&T (Larson & Tourbo).
- Maintain the Excel File of Payment.
- Maintain the Excel Data of every Sale & Purchase Order.
- Make the courier and track that on time to time and maintain all the office.

Job Title 3:- Backend Executive in JAIN BANDHU GROUP at Sector 3 Rohini New Delhi- 110085.

DURATION :- Presently working here from 11th January 2018 till date

JOB DESCRIPTION :-

JOINING SALARY – 15000 /-

PRESENTLY – 17000 /-

- Make salary for staff and resolve staff related issues and handle all the office independently like (stationary and festivals gift items etc.)
- Do bank works as required.
- Do an accounts works also in busy software like – payment, receipt, contra, & bank reconciliation,
- Also do RTGS/NEFT from bank or online.
- Handle all the company's bank account online and update it as required like KYC updation.
- Make TERM SHEETS and MOU'S, & B.B.A (Builder Buyer's Agreement) under in the knowledge of the director.
- Make excel sheet as required. (Salary Slip, Attendance Sheet etc.) and all Written Work like From filling of the customers, check their due payments as required.
- Timely post an ad on the site of Property and raise the enquiry for Elevators also.
- Make the Specification of Elevator for MR(with Machine Room) and MRL (Machine Room Less).

- Get Certificate from the Science Exhibition in School.
- 100% Dedication with our work
- Done Computer Course of Basic.

ABILITIES & SKILLS

- ABILITY TO LEARN THE WORK IN A SHORT DURATION
- I AM VERY MUCH DEDICATED TO MY WORK

PERSONAL DETAILS

Date of Birth : 17th October 1989

Father's Name : Lt. Sh. Bishan Chand

Email address : aditisharma171091@gmail.com

Address : H.NO. 392 TYPE-2, SECTOR-4
GOVT QTR, TIMARPUR
DELHI-110054

Language Known : English & Hindi

Place:

Date:

(Aarti Sharma)

