Resume

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| **Name** | **Divya sharma** |
| **Father’s name** | **Rajesh kumar sharma** |
| **Date of birth** | **16.12.1991** |
| **Residential address** | **Amer ,jaipur** |
| **Phone no.** | **7737193242** |
| **Qualifications** | |  |  |  | | --- | --- | --- | | **econdary** | **64%** | **in 2007 ajmer**  **board** | | **Senior secondary** | **65%** | **in 2009 ajmer**  **board** | | **B.COM** | **59%** | **in 2012 raj**  **university** | | **M.com** | **48%** | **in 2017 raj**  **university** | | **B.ed** | **76%** | **14-15** | |
| **computer Knowledge** | **Basic knowledge of computer, ms office, Knowledge of tally ERP 9, tally 7.2. ,internet suffering, back office works ,management skills.** |
| **Objective** | **looking forward to a job opportunity where Hard work & consistency is rewarded & There is ample scope of future growth.** |
| **Skills** | **Good communication skills, management skills** |
| **Languages known** | **English, hindi, rajasthani** |
| **Mail address** | **Sharmaanamika158@gmail.com** |
| **Work experience** | |  |  | | --- | --- | | **1.Horizon infra design (P) ltd,construction company.** | **june 2012-april 2013** | | **2.Focus iit –jee academy jaipur,mavaveer nagar.**  **3.Sambhav academy gopalpura Bypass jpr**  **4.kalrashukla classes Jaipur** | **may 2013-march 2015**  **April 2015-sept2017**  **Sept 2017-till today** | |
| **work area** | **Managing classes, timetables,accounting on tally, calling for dues, manage manualy a/c, bank works, salary making or payment, cash reciving or pay, managing front desk,etc.** |
| **Interests** | **learning new skills, Listing music, reading books, novels .** |