

# MEENAKSHI SHARMA

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## OBJECTIVES

- ✓ Wants to achieve heights through new challenges in an organization for new achievements that offers opportunities to utilize my analytical skills.
- ✓ Creativity and commitment to perform in Accounts & Marketing Dept for the growth of organization.

## ACADEMIC QUALIFICATIONS

- ✓ Passed Metric from H P S E Board Dharamshala.
- ✓ Passed Intermediate from H P S E Board Dharamshala.
- ✓ Passes Bachelor of Science (NM) from H P University Shimla.
- ✓ Master of Business Administration (Finance) from PTU Jalandhar (Pnb).
- ✓ Executive MBA in Retail Management.
- ✓ Certified for level 4 and 5 and level 6 Retail Trainer by RASCI.
- ✓ Masters in Hindi from IGNOU.

## ✓ PROFESSIONAL QUALIFICATIONS

- ✓ Master of Business Administration (Finance) from PTU Jalandhar (Pnb).
- ✓ Executive MBA in Retail Management.
- ✓ Certified for level 4 and 5 and level 6 Retail Trainer by RASCI.

## TECHNICAL QUALIFICATIONS

- ✓ Diploma in Computerized Accounting tally from GEMS IHT COMPUTER INSTITUTE.
  - Balance sheet finalization & reconciliation
  - Sales tax/service tax / excise etc.
  - TDS & advance tax matters
  - Inventory & other accounting work
- ✓ Working Knowledge of M.S OFFICE & INTERNET

## PROJECT UNDERTAKEN

- ✓ Government Accounting System in summer training.

## TRAINING S & SEMINARS

- ✓ 3Months training at PUBLIC WORKS DEPARTMENT on the Project “Government accounting system, rules and regulations of fund allocation and auditing system. ” in the year 2010
- ✓ Attended many Seminars and workshops related to Vocational Education and Retail Management courses at Directorate of Higher Education Shimla(HP).
- ✓ Attended many Seminars and workshops related to Vocational Education and Retail Management courses at DIET(District Institute of Education& Training) Shimla, Bilaspur and Mandi ( HP)

## EXPERINCE

- ✓ Assistant Development manager in Essential Ayurveda Healthcare Pvt Ltd.at Naleti Pragpur, Kangra, H.P from march 2011to sep 2011.(B to B)
- ✓ As a Take Over Manager in BMA Wealth Creators Pvt Ltd. At Suharu complex. Near Gandhi Chowk, Hamirpur.H. P October 2011 to Dec 2012.(B to C)
- ✓ Vocational Trainer Retail Management at Govt Senior Secondary School Bharari Bilaspur H.p under BASIC academy for building lifelong Employability Ltd. Delhi. Since August 2013 to July2017.
- ✓ Vocational Trainer Retail Management B.voc Program at Govt Degree college Una,GPGC Bilaspur Himachal Pradesh under Orine Edutech Pvt. Ltd. Since July 2017 to 8 sep 2019.
- ✓ Vocational Trainer Retail Management B.VOC Program at Govt. Degree College Hamirpur under Labournet service India Pvt. Ltd since 09/09/2019 to till date.

## Strengths

- ✓ Excellent team Leader with team building capability, commitment, loyalty and good motivator.
- ✓ Creativity independent initiative, good judgment Determination.
- ✓ Self-development and flexibility.
- ✓ Good interpersonal and influencing skills.

## Personal Details

Husband's name	:	Mr. Anil Sharma
Date of Birth	:	02nd.FEBRUARY 1985
Nationality	:	Indian
Language Knows	:	Hindi, English.
Marital Status	:	Married

## Hobbies:-

Reading.  
Reading News Paper  
Cooking

## Declaration:-

I hereby declare that the information furnished above is true to the best of my knowledge.

Meenakshi

