Garima Sharma

**A/6-190-C Paschim Vihar**

**New Delhi – 110063**

**Mob. : - 8447815683**

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[sayraa18@gmail.com](mailto:sayraa18@gmail.com)

CAREER OBJECTIVES

To work with a reputed organization in a position where I can develop and utilize my versatile skill set, add demanded value to the organization I work for and thus to prove my worth.

ACADEMIC QUALIFICATION

* Pursuing **M.Com** from **IGNOU**.
* **B.Com (P)** From **Delhi University**.
* Passed **12th & 10th** from **CBSE Board**.

PROFESSIONAL QUALIFICATION

* 1 Year **Advanced Diploma In Web Designing**.

COMPUTER SKILLS

* **Database**:- Ms Access, DBMS,RDBMS
* **Operating System**:- Windows 98/2000,Xp,Vista
* **Design Tool**:- Flash MX, Corel Draw, PageMaker, Photoshop
* **Applications**: - Microsoft Office 2003, 2007 & 2010, Tally ERP, Marg ERP.

Job Experience

* **Mercury Meditek Systems Pvt. Ltd., New Delhi**

**Accounts Executive: July 2015-Present**

* Handle all payments of different units of the company.
* Maintaining books of all units.
* Maintain e-net services online transfers, salary etc.
* Booking Purchases.
* Booking vouchers in Marg.
* Bank reconciliation statement.
* Fund management.
* Banking executive (deal with bank for loan, new accounts, fund management, credit cards etc.)
* Making annexure for Vat return of all Units.
* Stock sheet etc.
* TDS Sheet (Directors or Interest on loan).
* **Cygnus Medicare Pvt. Ltd., New Delhi**

**Accounts Executive: Aug 2015-May2015**

* Handle all payments of different units of the company.
* Maintain e-net services online transfers, salary etc.
* Booking vouchers in Tally ERP.
* Bank reconciliation statement.
* Fund management.
* Banking executive (deal with bank for loan, new accounts, fund management, credit cards etc.)
* **Altius HealthCare pvt. Ltd., New delhi**

**Accounts Executive: April 2013 –July 2015**

* Handle all payments of different units of the company.
* Maintain e-net services online transfers, salary etc.
* Booking vouchers in Tally9.
* Bank reconciliation statement.
* Fund management.
* **Gupta Vijay K & Co., New Delhi**

**Office Assistant: 1st Jan 2011- Nov 2011**

* Handling basic book keeping.
* Working with spreadsheets, [sales and purchase ledgers](http://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description) and journals.
* Managing petty cash transactions.

STRENGTHS

* Excellent interpersonal, oral and written communication skills.
* Hard worker and punctual.
* Capable to lead a group of people.
* Flexible to work either individual or in a group.

PERSONAL INFORMATION

**Spouse Name :** Mr. Naveen Sharma

**Sex :** Female

**Date of Birth :** 21st Sep 1991

**Nationality :** Indian

**Marital Status :** Married

**Languages Known :** English, Hindi & Punjabi

DECLARATION

I confirm that information provided by me is true of my knowledge and belief.

**PLACE**: New Delhi

**DATE**: 04 /11 /2016 (GARIMA SHARMA)

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