

## **Deepika Sharma**

56, Eldeco Greens, Nakodar road

Jalandhar (Punjab)

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### **CAREER OBJECTIVE:**

- To develop symbolic relation with an organization where I can update my knowledge and skills in accordance with the latest trends and be a part of team that dynamically works towards growth of organization.

### **ACADEMIC QUALIFICATION:**

- Lovely Professional University, Punjab  
**MBA (HR & IT), CGPA 7.85** 2021
- S.R Govt. College for Women, Amritsar  
**PGDCA, 72.3%** 2017
- S.R Govt. College for Women  
**B.com, 61.5%** 2016
- Khalsa College Girls Sen. Sec. School  
**Higher Secondary, 80.6%** 2013
- Sant Gurbakhsh Singh Bedi School  
**Matric, 69%** 2011

### **Summary of Skills:**

- Excellent programming skills and knowledge of computer science.
- Expertise in HRD/Administration

### **COMPUTER EXPERTISE**

- Web Development- HTML, frontpage
- Application Software- TallyERP9, MS office, Corel Draw, Adobe Spark

### **WORK EXPERIENCE**

**July 2018 - September 2021: Millennium World School, Shahjahanpur**

#### **Administrative officer**

- Admission of students and Keeping the records of students
- Handling ERP
- Coordinating inter-departmental communications

- Maintain documents for
- CBSE Affiliation
- Handling Office 365
- Maintain fee records

### **PERSONAL STRENGTH**

- Leadership
- Flexibility
- Adaptability
- Learning and Growth
- Challenge Driven
- Result Oriented
- Punctual
- Decision Making
- Self-motivated

### **PERSONAL PROFILE**

**Father's Name** : Mr. Pawan Sharma  
**Date of Birth** : 09-June-1996  
**Nationality** : Indian  
**Marital Status** : Married  
**Gender** : Female  
**Languages known** : Hindi, English and Punjabi  
**Permanent Address** : 56, Eldeco Greens, Nakodar road, Jalandhar

### **Declaration**

I hereby declare that all the above mentioned information are true and correct to the best of my knowledge and belief.

**(Deepika Sharma)**