RESUME

Name : Lalit Sharma

Mob : - 9418952309

E-Mail id : lalitsharmash225@gmail.com

Permanent Address : Sharma Niwas, near I.A.S colony Panthaghati Shimla-9

Career Objective

Seeking a job in an organization where I can utilize my skills and my managerial skills to help the organization to achieve its goals and thereby benefiting myself with fast growth in organization.

Educational Qualifications

|  |  |  |
| --- | --- | --- |
| Degree/Diploma/Examination | Institute/University | Year of Passing |
| 10th | R.V.K. High School Shimla | 2005 |
| 12th | SaintThomasSchool Shimla | 2007 |
| Diploma in banking in finance | Niit Shimla | 2016 |
| B.A. | IGNOU | 2019 |

Work Experience-

* + Seven months working experience as sales executive in bonsai pharmacy
  + Five months working experience in Jio as advisor
  + Four months working experience in Vodafone as customer care executive
  + Worked as collection supervisor in Jbr environment Ltd.
  + Worked as sales man in Patanjali shop for 1 year
  + Worked as sales man in sharma electricals for1 year
  + Presently working as front office executive in royal orchid hotel RegeNta

Computer Skills

* MS Office
* Basic Knowledge of computer

Languages Known

* English
* Hindi

Points for self

* Self-motivated with a positive attitude.
* The ability to work in a team.
* I take initiative to improving the things and convince others to join me.
* Leadership quality.

Extracurricular Activities

* Participated in School level events
* Participated in inter school competitions

Hobbies & Interests

* + Playing cricket
  + Listening to music
  + Singing
  + Watching movies
  + Roaming with friends

Personal Profile

* Date of Birth : 05-May-1989
* Marital Status : Unmarried
* Nationality: : Indian

**DECLARATION:**

The facts stated above are true and correct without any material exaggeration or concealment.

Place :

Date : *Signature*