**CIRRICUMLAM VITAE**

 **ANIL SHARMA**

 **Near S.J.K Dharmshalla**

 **Chotta Panna,Ward no- 1 Kalanaur,Distt:- Rohtak** Mob No:-94163-01258 **Email:-anilsharma@hotmail.co.in**

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| **OBJECTIVE:**  |

 Intend to build a career with leading corporate of high-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to works as key players in the challenging & creative environment.

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| **EDUCATIONAL QUALIFICATIONS:**  |

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| **QUALIFICATION** | **SESSION** | **BOARD/UNIVERSITY** | **PERCENTAGE** |
| B.Com | 2008 | Sat Jinda Kalyana College,Kalanaur | 2nd Division |
| MBA ( Finance ) | 2012 | Maharishi Dayanad University Rohtak | 1st Division |
| PGDCA | 2014 | Lovely Professional University | 1st Division |

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| **COMPUTER KNOWLEDGE:**  |

1. Knowledge of MS Office :-( MS Word, MS Excel, Word Pad, Notepad, Internet Surfing ,Tally 7.2 & ERP 9 )

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| **WORK EXPERIENCE:**  |

1. Working in “Karytron Electricals Pvt Ltd” Bahadurgarh. as Asst. Accountant from July 2009 to November 2010.

**Company Profile**:-

Karytron Electricals has been functioning as a manufacturing unit of Electrical Panels since 1995 and is based at Bahadurgarh (Haryana). /he is an ISO 9000-2008 Certified Company managed by professionals. They are expertise in Designing, Manufacturing of HT/LT Electrical Panels, Bus Duct, Rising Main, AMF & Synchronizing Panels, APFC Panels, RTCC Panels, Marshaling Box, Relay & control Panels and Distribution Boards, Drive & PLC based Panels etc.

**Work area**:-

Operate tally erp.9, Banking work, Bank reconciliation, operate sale bill software, Help to prepare sale tax return (Manually), Maintain account record and data also maintain the form related to sale tax department .

1. Currently working in “**HSIIDC**”, IMT Rohtak from 01-01-2013 to till date.

**Company Profile**:-

As the Indian Economy continues to grow by leaps and bounds, Haryana aptly epitomizes the growth story of India. In keeping with this spirit, HSIIDC continues to drive Haryana on the roads to infrastructure and industrial development thereby catalyzing all round economic growth in the State.Right from provision of state-of-the-art infrastructure to facilitation, HSIIDC ensures a smooth start up support to the new enterprises.

**Work area**:-

Payment received from allottee and made calculation on file, Maintain the record of payment received, handling the HSIIDC software in which all the activities done related to the industrial plot. Operate tally erp.9, Banking work, Bank reconciliation, Prepare detail for payment to Agencies/party, also maintain the office record and computer works.

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| **STRENGTH:**  |

 1 Excellent Communication skills & Grasping power.

1. Ability to work as a team & to coordinate among team members.
2. Good Analytical & Analyzing capability.
3. Eager to learn many new things and work as per with interest.

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| **INTEREST:**  |

1. Badminton, Listen Music & Internet Surfing.

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| **AIM IN LIFE:**  |

To make a successful carrier in terms of name and fame, through continuous learning and by the way of my contribution and value adding for the organization of my working place.

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| **PERSONAL PROFILE:**  |

Father’s Name : Sh.Ramesh Kumar

Date of Birth : 18/02/1988

Sex : Male

Nationality : Indian

Language Known : Hindi & English

Marital status : Unmarried

I hereby declare that the above-mentioned details are true to the best of my Knowledge.

**Date:**

**Place: Rohtak (Anil Sharma)**