

SAKSHI SHARMA

OFFICE ASSISTANT

PHONE | (+91) 7817805245

EMAIL | sharmasakshi36954@gmail.com

LOCATION | Bareilly, INDIA

EXPERIENCE | 1 Year 6 Months

Key Skills

- Office Management
- Office Assistance
- Receptionist Activities
- Office Coordination
- Executive Assistant
- Clerical Work
- Computer Operating
- Reception

Work Experience

Office Assistant

Hero Motocorp.Pvt.Ltd

06/2024 - Present

Education

B.Sc - Maths

2022

MJP Rohilkhand University, Bareilly