

CURRICULUM VITAE

ANKIT SHARMA

Current Add:- VASHUNDHRA GHAZIABAD - 201012

Mob: +91- 9634846709

E-mail:- ankitvats1344@gmail.com

OBJECTIVE: To continue my career with an organization that will utilize my management, supervision & administrative skills to benefit mutual growth and success.

WORK HISTORY

CURRENT JOB PROFILE- Working with Lupin Ltd. Company (Ghaziabad-UP)

Designation – “MIS Executive”.

Duration - From ‘Feb 2022 to till date’.

Roles & Responsibility

- Handling north zone.
- Prepare daily sales report, work on total net sales of north region/zone.
- Reimbursement (Expenses) of all Regional managers.
- Prepare reconciliation of RSM sales data.
- Maintaining all types of vouchers.

ACADEMIC QULIFICATION:

- B.com from CCS. University Meerut from Sanjay Gandhi College (Meerut).
- Passed 12th from A. V. Inter College Tera (Baghpat).
- Passed 10th from Ch Charan Singh HS School Khindora (Baghpat).

SKILLS

- Working knowledge of MS office (Excel, MS Word, Power point and Internet).
- SAP
- Salesforce Data Management.
- Good knowledge In Excel.
- Stock Maintain.
- High degree of accuracy and attention to detail with the capacity to detect errors.

EXPERIENCE

- 2 years working experience in PACE RESOURCES PVT LTD as MIS executive.
- At present working in Lupin LTD Pharma last 2+years.

PERSONAL INFORMATION

- Date of birth : 09/07/1998
- Father’s Name : Shri Sanjay Sharma

- Nationality : Indian
- Marital status : Single
- Gender : Male
- Language known : English and Hindi.
- Home town Address : Village & Post Tera
Tehsil- Baraut, Distt- Baghpat (UP).

DECLARATION:- I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date.....

Place.....

ANKIT SHARMA