

CURRICULUM VITAE

MONTU SHARMA

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VISION

Aspire to be proficient in different aspects of life with committed & dedicated approach that will help me to explore myself, to realize my potential and be able to respond to changing needs with sound commendable efficiency.

SCHOLASTICS

- **Master in Commerce (M.Com)** – Indira Gandhi National Open University (2015-2017)
- **Bachelor of Commerce (B.Com)** – University of Delhi (2012-2015)
- **Higher Secondary** – Central Board of Secondary Education (2012)
- **Matriculation** – Central Board of Secondary Education (2010)

EDUCATIONAL CERTIFICATES & DIPLOMA

- Pursuing final year Post Graduation Diploma in Disaster Management (PGDDM) from Indira Gandhi National Open University, Delhi.
- One and half year Financing Accounting Diploma Course from Envision Institute, Delhi.
- One year National Trade Certificate in Computer Operator and Programming Assistant (C.O.P.A.) from Industrial Training Institute, Delhi.
- Six Months Certificate Course in IT Tools & Fundamental or Manual Accounting from Envision Institute, Delhi.
- Certificate in Course on Computer Concepts from National Institute of Electronics and Information Technology (NIELIT), Delhi.
- Certificate in Community Oriented Policing Services (COPS), Central Training Institute, DGHG & CD Raja Garden, Delhi.

IT SKILLS

- Well versed with all Operating Systems:
- Internet Applications.
- Emails Compose
- Proficient with Microsoft Word, Excel and PowerPoint etc.
- Accounting Payroll

STRENGTHS

- Detail-oriented, efficient and organized professional.
- Possess strong in identifying and problem solving skills, with the ability to make well thought out decisions.
- Believe in teamwork and ability to get in a team very well.
- Resourceful in the completion of projects, effective at multi-tasking.

EXPERIENCE

- One and Half year experience in Quick Cabs Pvt. Ltd. as a team leader (28th December 2015 to 30th June 2017).
- One year experience in Delhi Jal Board as a Data Entry Operator/Office Assistant (1st September 2017 to 31st August 2018).
- Two and half year experience in District Magistrate Office, South-West as a Data Entry Operator/Office Assistant (29th September 2018 to 04th November 2021).
- Two year and till date working in Revenue Department as a Data Entry Operator/Office Assistant (05 November 2021 to till date).

LEISURE ACTIVITIES

- Listening to music & singing.
- Watching movies.
- To be Active on social media.

PERSONAL DOSSIER

Father's Name: Sh. Dharmender Kumar

Mother's Name: Smt. Maya Devi

Date of Birth: 16th Feb, 1995

Languages Known: English, Hindi

Date:

Place: New Delhi

(Montu Sharma)