

HIMANI SHARMA

Address: Flat 1I, The Tolly Residency, 338,
N. S. C. Bose Road, Bansdroni,
Kolkata- 700 047

Email: himanisharma1611@gmail.com
Contact: +91 6292194333



Profile summary:

I am an enthusiastic individual with an MBA degree in Finance from Globsyn Business School, Kolkata. I am eager to learn and explore new concepts and willing to work hard to meet personal and organization growth objectives

Educational details:

| Board/ Institute | Degree | Year of passing | Class /Percentage |
|-------------------------|---|------------------------|--------------------------|
| Globsyn Business School | Master in Business Administration / MBA | 2006 | First Class /60% |
| Calcutta University | Bachelor in Commerce/ B.Com (Honours) | 2003 | First Class /50% |
| West Bengal Board | Higher Secondary (XII) | 2000 | First Class /71% |
| West Bengal Board | Madhyamik (X) | 1998 | First Class /78% |

Work History:

ACCOUNTS EXECUTIVE - D.P. AHUJA (INTELLECTUAL PROPERTY SERVICES FIRM)

(from 01 August 2021 till present)

- Handling client correspondences regarding payment of outstanding invoices
- Maintaining the electronic database and keeping the physical records of the outstanding invoices
- Routine follow-ups with clients regarding payment of their dues

❖ TEACHING FACILITATOR AT STONES2MILESTONES

(01 October 2020 – 31 July 2021)

❖ WORKED IN YOUNG LEARNERS MONTESSORI AS A TEACHER:

(August 2019 - July 2020)

Key personality traits:

- ❖ Self-motivated & hard-working individual with ability & willingness to learn new skills
- ❖ Excellent communication skills & ability to work as an individual as well as in group

Additional skills/courses:

- ❖ Computer training course from APTECH
- ❖ Proficiency in Excel
- ❖ One-year Montessori Course and on job training from J.D. Birla Institute
- ❖ Primary teacher training course from MACE

Other personal interests:

- ❖ Member of spiritual group, Bharat Soka Gakai
- ❖ Reading fictional books

Personal Information:

Date of birth: 16 Nov, 1981

Marital Status: Married

Language proficiency: English, Hindi, Bengali, Gujarati and Marwari