

HIMANI SHARMA

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Profile summary:

- ❖ MBA from Globsyn Business School, Kolkata
- ❖ An enthusiastic individual who is eager to learn & explore new concepts and willing to work hard to meet personal & organization growth objectives

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

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%

Additional skills/courses:

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

Work experience:

- ❖ Worked in Young Learners Montessori as a teacher: August 2019 - July 2020
- ❖ Teaching facilitator at Stones2milestones: October 2020 – 31st July 2021
- ❖ Worked in D.P. Ahuja (Intellectual Property services Firm) as Accounts Executive Trainee from 1st August 2021-till present. Handling the client correspondences, maintaining the database and keeping the physical records of the outstanding Invoices.

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

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