

## AMAN SHARMA

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**OBJECTIVE:** To seek a challenging assignment in a growth oriented environment, which enhances my skills set and abilities, leading to the realization of the objectives of the organization and the establishment of a successful career

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### **PERSONAL PROFILE:**

Business orientation, analytical skills, proactive approach, assertiveness, sense of urgency, persuasiveness, individual contributor, team player and result orientated are few adjectives that I would use to describe my attitude.

Being focused, organized and sincere are some personal attributes that have enhanced my career in the past and will continue to do so. Time management, people management and the art of negotiation are a few areas where I have also honed my skills in.

### **EDUCATIONAL QUALIFICATION:**

- ✓ Bachelor's Degree in Commerce, from KOTA University, April 2010
- ✓ Master Degree in Commerce, from KOTA University, July 2013
- ✓ Master of Business Administration (Finance), from Jaipur National University,

### **ADDITIONAL QUALIFICATIONS & KNOWLEDGE:**

- ✓ Key User Training in ERP BAAN from initial Key User of Meta Strips Ltd.
- ✓ Working knowledge and experience of ERP BAAN, and basic knowledge of Windows, Internet Explorer.
- ✓ Working Knowledge of IBPS & MDMS Software.
- ✓ Post Graduate Diploma in Computer Application
- ✓ Tally ERP - 9

### **WORK EXPERIENCE:**

**A]** Worked with META COPPER & ALLOYS LIMITED-Goa.

Profile: ACCOUNTS (Cashier.)

Work Handled

1. Audits
2. Having experiences of Internal Audits, Statutory Audits & Bank Audits.

3. ERP BAAN Coordinator
4. Audit Coordinator
5. Balance Sheet Workings
6. Ms Office (Excel and Word)
7. Period 2010
8. Company Profile

**Manufacturer of Brass & Copper Strips.**

**B] Dynamic Electro power ltd. (kota Branch)**

Work Handled: Back Office and Supervision)

**C] Mahindra Tractors**

Work Handled: Back Office and Miscellaneous

**D] Sanskrit Info Age Pvt. Ltd**

Work Handled : Account Manager

**E] Alpine House Developers**

Office Assistance

**D] Presently Working**

**Allen Career Institute – Kota H.O**  
Coordinator ( Account Dep.)

**PERSONAL ATTRIBUTES:**

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- ✓ Possess good communication and interpersonal skills.
- ✓ Self-motivated, quick learner and proficient in managing and resolving complex situations
- ✓ Highly organized and attentive to details
- ✓ Innovative and resourceful with the ability to seek alternatives and take decisions quickly

**PERSONAL DETAILS:**

Date of Birth : 22<sup>nd</sup> Aug 1987

Present Address : Aman Sharma

Bundi

Contact / Mobile : 75978-89988

E-mail : aman.sharma505@yahoo.com

Languages known : English, Hindi,

Hobbies : Traveling, Music

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