

# **ANIKET SHARMA**

**Contact No.-** 7500423118,7351650418

**G.mail -** [sharmaaniket1122334455@gmail.com](mailto:sharmaaniket1122334455@gmail.com)

**Address -** Aashiyana Colony, Phase -1, Moradabad -244001 (U.P)

## **Career objective**

Dedicated and responsible individual seeking a challenging position to utilize my skills and contribute towards achieving organizational goals. A quick learner with expertise in designing presentations, strong communication skills and proficient in computer operations.

## **Qualification**

- High School passed from CBSE board in 2019
- Intermediate passed from CBSE board in 2021
- B.Com completed from MJPRU in 2024
- Pursuing M.B.A (HR)

## **Certification**

- Diploma of software course of ADIT (Advanced Diploma Information Technology)
- Diploma of Tally ERP9 course

## **KEYSKILLS**

- Proficient in operating computers and MS Office
- Preparation of Bills in Digital & written for
- Good communication skills in both English and Hindi

## **Strength**

- Problem Solving
- Leadership
- Computer Skills
- Analytical Thinking

## **Working Experience**

Currently working as R.T.O. Executive at Cross Wheel Hero Pvt. Ltd Company, Moradabad since July'2023

## **Personal details**

- Father's Name: Late. Shri Pramod Kumar Sharma
- Date of Birth: 16/02/2003
- Gender: Male
- Marital status: Unmarried
- Languages known: English, Hindi

## **Personal Traits**

I am a soft spoken and gentle person, have a great sense of responsibility. I know little and would like to know more about various aspects of life.

**Place –** Moradabad

**Aniket Sharma**