

## CURRICULUM VITAE

---

### ABHISHEK SHARMA

House No.- T-265

Gurgaon, Sector-33

Haryana-122001

Email: [abhisheksharma60406@gmail.com](mailto:abhisheksharma60406@gmail.com)

Contact: +916203071473

### OBJECTIVE

---

To work in a competitive and challenging environment with opportunity to rise and grow where I can make use of my personal attributes for the betterment of the organization and self.

### PROFESSIONAL PROFILE

#### ORGANISATION :- OPTIMAL BPO PVT. LTD.

##### JOB DESCRIPTION:- CREDIT CARD

**DESIGNATION** :- DOCUMENT VERIFY

**DURATION** :- 24th January 2021 to 22th August 2021.

##### My major responsibilities include:-

---

- . Handling and maintenance of customer all documents and details
- . Maintain all details in Ms Excel

#### ORGANISATION:- RELIABLE HEALTH CARE PRODUCT

##### JOB DESCRIPTION :- HANDLING CUSTOMER

**DESIGNATION** :- ACCOUNTING

**DURATION** :- 05th September 2021 to 15th April 2022.

##### My major responsibilities include:-

---

- . Sale, Purchase, Bank Statement Etc.
- . Gst

#### ORGANISATION:- VKG LABELS & TAGS LLP

##### JOB DESCRIPTION :- ACCOUNTING, BILLING, GST, ETC.

**DESIGNATION** :- ACCOUNTANT

**DURATION** :- 16<sup>TH</sup> July 2022 to

**Key Highlights:**

- . Sales, Purchase, Reconciliation,
- . Bank statement entry, Tds, Gst, Etc.

**PROFESSIONAL QUALIFICATION**

Qualification	Board / University
B.SC (Purshing)	LNM Univrsity Darbhanga Bihar
10+2 Done (2018)	Bseb Patna Bihar
10 Done (2020)	Bseb Patna Bihar

**COMPUTER PROFICIENCY**

- Good knowledge of MS Office (MS Excel & MS Word)
- Tally ERP9, PRIME, BUSY

**LANGUAGES KNOWN**

- Can Read, Write & Speak : English, Hindi

**PERSONAL PROFILE**

Father's Name: Mr. Kamal Shama  
Date of Birth : 14<sup>th</sup> Mar, 2002  
Marital Status : Unmarried

**Hobbies:** Reading Books, Listening Music, Cricket Etc.

**Date**.....

**ABHISHEK SHARMA**