

CURRICULUM VITAE

MEENU SHARMA

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Career Objective:

I am a motivated, positive and understanding the current processes and looking for a new role that will utilize my skills and experience and take my career to the next level.

Work Experience:

Mustafa E-services Private Limited. (April 2018- Dec 2019) (CA Firm)

Designation: TDS Manager

➤ **Key Responsibilities:**

- Handling clients.
- Ensure the quarter end close is complete within the allocated deadline.
- Resolving queries of all clients against income tax issues through E-mails and phone call.
- Helping team members to resolve their issues.

Additional Skills:

- Having CTTC (Computer Teacher Training Course) from ICTDI(Institute of Computer Technology Development India) 2016
- At present time learning stock market
- Knowledge of MS- Office, Excel and Tally

Educational Qualification:

Post Graduation in M.COM from Gondwana University 2020 with (80%)

Graduation in B.COM (IT) from Gondwana University 2018 with (55%)

Higher Secondary Certificate from Nagpur Board 2014 with (52%)

Senior Secondary Certificate from Nagpur Board 2012 with (51%)

Personal Traits & Strength

1. Flexibility and Adaptability
2. Critical Thinking: Decision Making skills
3. Positive Attitude: Creating A Positive Work Environment
4. Leadership
5. Punctuality & Loyalty

Personal Details:

Name : Ms. Meenu Rampyare Sharma
Date of Birth : 30 jan 1996
Gender : Female
Marital Status : Unmarried
Languages Known : English, Hindi, Marathi
Permanent address : D-5, Rajnoor Residency, Haveli Garden, Chandrapur (Maharashtra)-442401

Declaration:

I hereby declare the information given above is true & correct to the best of any Knowledge.

Date :

Yours Sincerely

(Meenu Sharma)