

Namita Kumari Sharma

House no. 442/1, Ward no. 14, Near malancha market, Malancha road, Kharagpur.

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➤ Objectives

Searching for a best position that enables me to use my computer skills, written and oral communication, and organizational skills to create a smoother work environment.

➤ Education

B.COM (HONORS) City college, Kolkata

2018-Continue, Calcutta university

HIGHER SECONDARY, S.E. RLY. Girl's higher secondary school, kharagpur

2016-2018

78% at commerce stream, WBBHSE board

SECONDARY, S.E. RLY. Mixed High school, kharagpur

2006-2016

58%, WBBSE board

➤ Skills

- ✓ Communication
- ✓ Adaptability
- ✓ Good team player
- ✓ Selling skill
- ✓ Time management
- ✓ Strong research
- ✓ Self-motivated
- ✓ Hard working
- ✓ Problem solving
- ✓ Positive attitude

➤ Work experience

Smart value products and services limited

Work as an associate, work is selling, dealing with customer, taking feedback, give training to the new associates their and improving my soft skills there.

➤ Computer experience

- ✓ HTML
- ✓ Tally ERP9
- ✓ MS- Word
- ✓ MS-Excel
- ✓ Typing entry
- ✓ Data entry
- ✓ MS-powerpoint
- ✓ MS – access

➤ **Certificates**

- 50m needle race in 2014

For wining 3rd position

- NGO(Gandhi memorial leprosy foundation) for collecting donation 2014

For collecting donation for needy people

- Bangiya Sangeet parishad in 2016

3 year completing course of painting

- Boimela drawing competitlon in 2016

For participated

- Smart commerce certificate,2019

For completing course of IT, Tally and GST

- Virtual health and wellness program, 2020

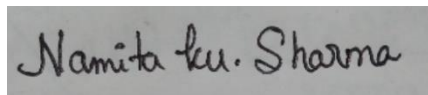
For completing course of health and wellness

➤ **Personal details**

Father's name	: Rup kumar sharma
Date of birth	: 22/12/1999
Gender	: Female
Marital status	: Single
Nationality	: Indian

➤ **Declaration**

I do hereby declare that all the above information furnished above is true to the best of my knowledge and belief.



Signature