**CURRICULUM-VITAE**

**Aarti Sharma**

New Basant Vihar

Distt. Ludhiana, Punjab - 141008

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**Objective:**

To work with an organization where I can utilize and enhance my skills and contribute in achieving the organization goals by being an integral part of the organization.

**Skills:**

* Good communication Skills
* Fast learner
* Hard working and self-motivated
* Deadline-driven
* Creative problem solver
* Knowledge with Microsoft office kit – MS Excel, MS Word, Power Point, and excel

**Professional Summary:**

* Consistently successful trading track record
* In-depth knowledge of the stock exchange
* Outstanding written and oral communication abilities
* High customer service and interpersonal skills

**Work Experience:**

**Organisation: Mahendra’s** Duration: 2015 - Present

**Head office: Lucknow**

Mahendra’s Education institute is specialized in Banks’, Railways and state level examinations and SSC. Started from 1995 having 151 branches across the nation. It offers quality education which will ultimately lead the young minds to a successful career.

**Role and Responsibilities:**

* Being working as GA Facility in Mahendra from last 3 years
* Have worked in different branches for Mahendra (Chandigarh /Ludhiana/Jalandhar)
* Motivation lecture provided to the students.
* Smart assessment has been performed by various methods such as speed test, class work-sheet etc.
* With the help of new concept of teaching, have experience using smart boards and high tech projectors.

**Organisation: Religare** Duration: 2007- May 2012

**Head office :**  **Uttar Pradesh, India.**

Religare Enterprises Limited (REL) is a diversified financial services group present across three verticals. REL offers an integrated suite of financial services through its underlying subsidiaries and operating entities, including loans to SMEs, Affordable Housing Finance, Health Insurance and Retail Broking. REL is listed on the BSE (formerly Bombay Stock Exchange) and National Stock Exchange (NSE) in India.

As a group, Religare caters to diverse segments of the market from mass retail to affluent, SMEs to mid-size corporates. Subsidiaries service over 1.1 mn. clients from over 1,275 locations having presence in more than 400 cities.

**Role and Responsibilities:**

* Have worked on managing margin report.
* Dealing with risk management cell on the behalf of the client.
* Purchase and sold stock on the behalf of the client.
* Managing account opening and documents approval.
* Provided solution to the customer queries.

**Professional qualification:**

* I have cleared in NCFM Commodities with 63 % marks.
* 6 months certification course of computer operator and tally professional from Relish soft Education Academy.
* Proficient in typing skills ( English and Punjabi)

**Educational qualification:**

* B. Com Graduation from PANJAB UNIVERSITY, CHANDIGARH.
* M.Com from IGNOU University.

**Extra activities**

* I have worked in my college as NSS volunteer for 5 year and got a certificate of participation.

**Personal profile:**

Father's Name : Late Sh. Kishan Dev Sharma

Gender : Female

Nationality : Indian

Languages Known : English, Hindi & Punjabi

Date:

Place: Ludhiana (Aarti Sharma)