

## **CURRICULUM VITAE**

### **MOHIT SHARMA**

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#### ***CAREER OBJECTIVE***

To work in a competitive and challenging environment of corporate world and achieve excellence through hard work, dedication and contribute the best of my efforts to achieve the goals of the organization.

#### ***EDUCATIONAL QUALIFICATION***

- Passed 10<sup>th</sup> class from C.B.S.E. Board in 2005.
- Passed 12<sup>th</sup> class from N.I.O.S (National Institute of Open Schooling) in 2007.
- Passed B.Com Pass (Bachelor in Commerce) from IGNOU (Indira Gandhi National Open University) in 2013.
- Passed MBA in Retail and Finance from Sikkim Manipal University in 2015.

#### ***TECHNICAL QUALIFICATION***

- 6 months Basic Computer Course from Satya Computer Center, Chattarpur, New Delhi with “A” grade in 2005 including following:-
  - ✓ MS-Office Package 2000 version, Internet, Software Installation, Printouts and Scanning.
- 3 months DTP (Desk Top Publishing) Course from Suntek Computer Center, Chattarpur, New Delhi with “B<sup>+</sup>” grade in 2005 including following: -
  - ✓ Adobe Photoshop, Adobe PageMaker and Corel Draw.
- 1 month Tally 6.3 version Course from Suntek Computer Center, Chattarpur, New Delhi with “A” grade in 2005.
- Achieved a level of an Apple Sales Professional in Apple Sales Training Online (ASTO) every year from last 2 years and 3 months as follows:
  - ✓ Achieved a level of 18,200 points in 2010 year.
  - ✓ Achieved a level of 25,500 points in 2011 year.
  - ✓ Achieved a level of 13,463 points in current year till now.

## ***PROFESSIONAL EXPERIENCE***

- 10 months worked with Maharaja Securities Pvt. Ltd. at Darya Ganj branch as a Terminal Operator from June 2006 to March 2007.

### **JOB PROFILE**

**Terminal Operator:** Operating terminal of NSE & BSE.

- 7 months worked with Pace Financial Services Pvt. Ltd. at Safdarjung Enclave branch as a back office operator from April 2007 to October 2007.

### **JOB PROFILE**

✓ **Back Office:** Handle all the work of Back office.

- 1 year and 11 months worked with **Motilal Oswal Securities Pvt. Ltd.** as an incharge at Tughlakabad Branch from November 2007 to September 2009.

### **JOB PROFILE**

✓ **Incharge:** To supervise all the departments like Terminal operating, DP (Depository Participants), Backoffice and Client Association etc.

- 2 years and 3 months worked with **Apple Store(Avtech Digital Equipments Pvt. Ltd.)** as an Assistant store manager cum Accountant at Imagine Store (Saket) from October 2009 to December 2011.

### **JOB PROFILE**

✓ **Accountant:** To maintain Stock Inventory on regular basis, billing, Create daily Sales report etc.

✓ **Asst.Store Manager:** To handle a team of 9 peoples and motivate them to achieve every sales target for organization.

- 5 Years worked with **Channelplay Pvt. Ltd.** as a MSC (Mac Solution Consultant) since December 2011.

### **JOB PROFILE**

✓ **MSC:** To train store staff about all Apple products so they can sell Apple products more efficiently, and also to sell all the Apple products.

- Presently working with **iAdvance Info Pvt. Ltd.** as store manager since January 2016.

### **JOB PROFILE**

✓ **Store Manager:** Take care of all the store operations, sales, accounts, store upkeep, maintain inventory, work with vendors and manufacturers to bring in effective marketing displays for the sales floor and store windows, Manage all controllable costs to keep operations profitable.

### ***SKILLS & STRENGTHS***

- Easily adaptable to changed circumstances & new situation.
- Determination to achieve goal & Willingness to Re-learn.
- Punctuality, Patience & cool mind are aspects of my personality.
- Always ready to take on responsibility & believe in teamwork.

### ***PERSONAL DETAILS***

Father's Name	:	Sh.Udaibir Sharma
Date Of Birth	:	21 <sup>st</sup> Feb., 1989
Religion	:	Hindu
Nationality	:	Indian
Languages Known	:	English & Hindi
Hobbies	:	Play with Gadgets & Reading Magazines
Salary Expected	:	Negotiable

I hereby declare that the above information is according to my knowledge.

Date : .....  
Place : New Delhi

**(MOHIT SHARMA)**