RESUME

Tripti Sharma

Address: House Number-6, Abkari Road, Near Royal Talkies, Muzaffarnagar-251001

Phone Number- 9992543776

Email ID- triptishandilya.1990@rediffmail.com

Career Objective:

Seeking a position to utilize my skills and abilities for corporate development and fulfill the requirements of an organization that offers security and professional growth while being resourceful, innovative and flexible.

Education Qualification:

Degree	College	Board/University	Passing Year	Percentage
10th	SVM college, Muzaffarnagar	UP Board	2005	54.16%
12th	Shri Chandra Swami Inter College, Etah	UP Board	2009	65.8%
B.C.A.	Shri Ram College, Muzaffarnagar	CCS University	2012	71.33%
M.C.A.	Shri Ram College of Management, Muzaffarnagar	Dr. A. P.J. Abdul Kalam University, Lucknow, Uttar Pradesh	2015	69.06%

Experience:

SR.NO	DESIGNATION	EXPERIENCE	COMPANY NAME
1	Computer Operator	2.5 Years	Mudgal Computers
2	ASSISTANT MANAGER-C&PR	5.5 Years	Footwear Design & Development Institute, (Ministry of Commerce & Industry)

Jobs & Responsibilities-

- To maintain the data of administration team in computerized form.
- To maintain the data of promotion and marketing in a synchronized form so that data can be access at any time easily.
- To work with a software libsys being a librarian.
- Prepare presentations for the promotion and marketing team.
- To build up public relation through provided data given by promotion team.
- Handling computer system.
- Operating the desktops.
- Solving the issues of desktops and systems
- To work with MS Office
- Took some lectures for personality development.
- Took some lectures for Computer Application.
- Also worked as Hostel Warden For the Footwear Design & Development Institute for the 3 years.
- Also worked as an Admission Counselor in Footwear Design & Development Institute.

Strengths:

1. Hard working
2. Time management skills
3. Friendly nature
4. Active
5. Positive attitude

Extra Activities and Achievements:

- Won Hindi Pakhwada Competition in Recent Organization

- Good knowledge of Computer
- Attended a 3 days workshop of NIC to handle library data

Personal Details:

- **Name** : Tripti Sharma
- **Sex** : Female
- **Date Of Birth** : 25/07/1990
- **Languages Known** : English, Hindi,
- **Marital Status** : Married
- **Nationality** : Indian
- **Hobbies** : Travelling, Reading Novels, Cooking