

Curriculum Vitae

Lalit Kumar Sharma

Al quoz 2 system 1 camp A12 first floor, near ola al madina supermarket (UAE)

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Career Objective

Wish to work in a creative and challenging organization wherein my skills and capabilities would be explore in a best possible way for the organizational benefits as well as my career.

Academic Credentials

Qualification	College / Institute	Year of completion	Rank
MBA (FINANCE & HR)	GIDC Rajju Shroff Rofel Institute Of Management Studies	2011-2013	First Class
B.B.A (FINANCE & HR)	R.K Desai College Of Commerce & Management	2010	First Class

Summer Projects Undertaken

- Successfully Completed Summer Project Report on “A Study Consumer behavior at Cello Writing Product Limited” (B.B.A) (2009 -2010)
- Successfully completed Project on “Consumer Behavior Brand Equity of Cello Writing Product Limited” (M.B.A) (2011-2013)

Work Experience

- Worked as an "Assistant Admin" In Reshika Enterprises in Surat (2023 - 2024)
- Worked as an "Assistant Accountant" In Naranlal college in Navsari (Gujarat) (2020-2023)
- Worked as an "Accountant" In Sadhna Gyan School in Vapi (Gujarat) (2018-2020)
- Worked as an "Accountant" In Shree Heeraba Sikshan Sanskar School in Vapi (Gujarat) (2016-2018)
- Worked as an "Accounts & HR Assistant in Hotel Sovereign & Gurukripa in Daman (Vapi) (2015- 2016) Job Responsibility (Time keeping, meeting & training, hoise keeping, record keeping, advance loan & PF related coordination, staff accommodation, cafeteria administration, Doctor & mediclaim, to assist department head in all his/her functional activities & etc)
- Worked as an "Accounts Assistant at Umang Enterprises in Vapi (Gujarat) (2014)

Core Competencies

1. Good Communication Skills
2. Leadership Attitude
3. Learning Aptitude
4. Positive Attitude
5. Team working

Computer Proficiency

- Windows Office

Personal Details

Name	: Lalit Kumar Sharma
Father Name	: Kharpal Sharma
Date of Birth	: 27 th February 1988
Sex	: Male
Marital Status	: Married
Nationality	: Indian
Language Known	: English, Hindi
Preferred Location	: Anywhere
Hobbies	: Playing cricket, Athletics & Badminton
Passport No	: W0681398
UAE ID No	: 784-1988-1412474-3

I hereby declare that the above mentioned information is true and best of my knowledge

Date:

Place: UAE