**CURRICULUM VITAE**

**BABY SHARMA**

Vill. Jatheri,

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The & Distt. Hamirpur,

H.P. -177001 Contact No.- 9877644182

**CAREER VISION**   
To succeed in an environment of growth and excellence and earn job which provide me job satisfaction and self development and help me achieve personal as well as organizational goals.  
 **SUMMARY**

* Smart working, devoting and eager to learn new technologies.
* Goal oriented, proactive energetic, innovative, self-motivated, responsible, and quick learner. Results driven professional with the proven ability to work well without supervision.
* Ability to quickly adapt to new responsibilities.
* Responsible, loyal, reliable, independent worker with high level of enthusiasm & creativity.
* Excellence in working with groups.

**EDUCATION**

* Girls Govt. Sr. Sec. School Hamirpur,

Passed 10th in first division from HPBOSE Dharamshala.

* Girls Govt. Sr. Sec. School Hamirpur,

Passed 12th in first division from HPBOSE Dharamshala.

* Gautam College of Education Hamirpur, Passed BBA in first division.

**TRAINING**

* Webcom Pvt. Ltd. Chandigarh.

**EXPERIENCE**

* Two years experience in coaching institute

**SKILLS**

* Innovative and creative.
* Positive attitude.
* Effective communication skills.
* Sincere and hardworking.

**ACADEMIC ACTIVITIES**

* Participated in inter-college debate activities.

**COMPUTER SKILLS**

* Microsoft office (Word, Excel, Access, PowerPoint)
* Operating systems: Windows XP & Vista, Windows 7, Windows 8.1, Windows 10.
* Internet surfing & Software installation.  
    
   **HOBBIES**  
  Listening music, surfing internet, cooking, travelling.

**PERSONAL PROFILE**  
**Name**  – Baby Sharma  
**Father’s Name** – Late. Krishan Kumar  
**Mother’s Name** – Mrs. Sarla Devi  
**Date of Birth** – 30th August, 1995

**Marital Status** – Unmarried  
**Nationality**  – Indian  
**Linguistic Skills** – English and Hindi  
  
As the enclosed resume simply summarizes my capabilities , there is considerably more to relate. I would appreciate the opportunity to meet with you personally to specifically discuss what I could do for your organization.