

# **Muskan Sharma**

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Varanasi, Uttar Pradesh 221001.

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## **Career Objective**

To build a career in a growing organization ,were I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous and commitment.

## **Key Skills**

- Excellent knowledge of accounting-related concepts
- Knowledge in MS Office (MS Word, MS Excel and Power Point) .
- Strong problem solving ability
- Good communication skills,
- Ability to deal with people diplomatically,
- Quick learner

## **Educational Qualifications**

- Bachelor of Commerce (B.Com) from Mahatma Gandhi Kashi Vidyapeeth University,Varanasi in 2022.
- Intermediate from Durga Charan Girls Inter college, Varanasi in 2019.
- High school from Durga Charan Girls Inter college, Varanasi in 2017.

## **Other Qualifications**

- Advance Diploma in Computer Application.
- Certificate in The Fundamentals Of Digital Marketing.

## **Experience**

- Teaching self to the student in house from 2019.

### **Personal Skill**

- Honesty
- Team spirit
- Accepting Challenges
- Effective communicative

### **Personal Details**

|                 |                                      |
|-----------------|--------------------------------------|
| Date of Birth   | : 09 May 2001                        |
| Gender          | : female                             |
| Marital Status  | : Unmarried                          |
| Father's Name   | : Mr. Kishan Sharma                  |
| Languages Known | : English, Hindi & Bengali           |
| Hobbies         | : listening to music<br>and Dancing. |
| Religion        | : Hindu                              |

### **Declaration**

I hereby declare that all the information provided above is true to the best of my knowledge and understanding.

Places - **Varanasi**

Signature  
**(MUSKAN SHARMA)**