

HIMANSHU SHARMA

Billing & Office work

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☆ 10 - 06 - 2005



SUMMARY

I am a dedicated, organized and methodical individual. I have good interpersonal skills, I am an excellent team worker and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas.

EDUCATION

- 2021 - 2022 • 12th pass
Board of Secondary education Rajasthan
- 2022 - NOW • Currently pursuing B.Com IInd year (Private)
Maharaja Surajmal Brij University Rajasthan (MSBU)

EXPERIENCE

- 2022 - Present • Billing and office work
Delhi **Arihant Cabletronics**
Cable & Wire Company
 - Tax Invoices & E - way bill making
 - Field Work
 - Customers handling
 - All computer related office work

SKILLS

Internal Office Work

Tax invoice E - way bill E - Greetings for occasions All computer related work

Outside work

Field work Customer handling

LANGUAGES

English
Intermediate



Hindi Proficient



STRENGTHS



Work Pressure

I know how to handle work Pressure and complete my work within the give time



Team work

i know how to work with my team and complete my given task efficiently and effectively

PASSIONS



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