

TRIPTI SHARMA  
44 Sharada Nagar  
Near Bohra Ganesh ji temple  
Udaipur, Rajasthan (313001)  
Email: trisharma97@gmail.com

### **Summary**

Hardworking professional who performs and delegates multiple duties in a respectful and professional manner. Willing to learn, dedicated and enjoy contributing to a team effort with positive work environment. Strong motivation in advancing in a career. Professional experience in handling invoices, payment follow-ups, document handling and controlling. Experienced in Senior Research Analyst management, Supervise and train new staff including hiring, quality check, banking work, bill and voucher preparation, data entry, financial accounting, reconciliation accounts payable and receivables.

### **Experience**

#### **Arcgate**

**(Udaipur, Rajasthan)**

Dec 2020- Till date

Senior Research Analyst

**(Udaipur, Rajasthan)**

As a Senior Research Analyst, ensuring that the Project Member provide quality service in line with the organizational objectives. Optimized quality assurance increases team members efficiency through behavior modification. Keep on studying and analysis the new task assigns by the project leader. Monitor teamwork and providing best guidance for overall growth. Actively participate in company's cultural and employee benefit programs. Follow company decorum, environment engagements and cleanliness.

Responsible for

- Monitoring teamwork
- Multi Sessions
- Training and Coaching
- Compliance Monitoring
- Utilization of Technology

### **National Industries**

**(Bhopal, Madhya Pradesh)**

2013-2015

Accountant

- Close analysis of customers purchases and payment cycle.
- Customer service and support
- Prompt information regarding material availability and prices.
- Managing and punching orders in regular basis
- Outstanding follow ups with customers

- Manage Vouchers & Accounts
- Maintain Daily transactions in Tally ERP9

## **Education**

### **Barkatullah University, Bhopal**

Master's degree in Marketing Management (M. Com), 2014 – 2016

- Marketing Management: (Advertising & sales management, Consumer Behavior)
- Divisional Marketing: (Rural, Agriculture & international marketing)
- Managerial Economics: (Entrepreneurship Skill Development and Accounting for the managerial marketing)

### **Barkatullah University, Bhopal**

Bachelor's degree, Business/Commerce (B.Com) General, 2011 - 2014

#### **Bachelor of Commerce**

- Accounting (Financial Accounting, Management Accounting)
- Economics (Microeconomics, Macroeconomics)
- Business Management (Business Forecasting, Planning, Organizing, Commanding, Coordinating, Controlling)

### **Higher Secondary School**

Madhya Pradesh Board of Education Bhopal

2010-2011

- Accountancy
- Bookkeeping
- Business Economics

### **High School**

Madhya Pradesh Board of Education Bhopal

2009-2010

- Basic Subjects

### **Other Qualifications**

- DCA from Bhoj Open University, Bhopal with 62%
- PGDCA From Makhan Lal Chaturvedi University, Bhopal with 73%
- Tally ERP.9 with A+ Grade

### **Personal Profile**

Gender: Female

Date of Birth: 11 November 1993

Nationality: Indian

Languages Known: English, Hindi

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