

Deepak Sharma

📍 Jhunjhunu / Jaipur

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Profile

Dedicated professional with strong experience in accounting, sales, and MIS operations. Skilled in academic support for international students, financial reporting, and data management. Seeking to contribute effectively in a dynamic work environment.

Employment History

Accountant – Jhunjhunu / Jaipur

📅 Aug 2021 – Aug 2023

- Managed financial records and accounting entries.
- Prepared and analyzed monthly financial reports.
- Performed timely reconciliations and ensured compliance.

Sales Executive – Metawritter

📅 Sep 2023 – Jul 2024

- Assisted UK-based students with academic tasks such as assignments, PPTs, and project sheets.
- Maintained communication with clients and ensured timely delivery of services.
- Focused on quality service to improve student satisfaction.

MIS Executive – RR Kabel, Sonipat

📅 Oct 2024 – Present

- Developed user activity monitoring systems to prevent unauthorized access.
- Implemented performance tuning and improved system efficiency.
- Provided IT service desk support to internal users.

Education

Postgraduate Diploma in Business Management

Maharaja Ganga Singh University, Churu
☒ Aug 2020 – Jul 2022

Skills

MS Excel ★★★★★

Microsoft Office ★★★★★☆

Communication ★★★★★

Time Management ★★★★★

Positive Attitude ★★★★★

Languages

Hindi – Native

English – High Proficiency

Hobbies

Making New Friends

Surfing the Internet