



HARSHIT SHARMA

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Profile

- I am dedicated, hardworking, passionate and consistent about anything I do. My experience on the workplace made me learn flexibility and prioritizing job related tasks and adjusting with the work environment and attaining team culture therein. With a proven track record at Oriental Aromatics LTD, I excel in team management and public speaking, effectively enhancing team coordination and public influence. My expertise in conflict resolution led to an increase in team efficiency, showcasing my ability to drive results and foster a collaborative environment. My unique and indulging way of working made some positive changes as the specified hours of material issue were reduced to 50% and the team could enjoy the timely completion of tasks which reduced stress at work and served as a best example of time management.

Objective

Motivated to apply my academic background, work experience and enthusiasm for the given job within a dynamic organization. Eager to grow professionally while making meaningful contributions and advancing my skills.

Education

- **Invertis University** **2024-2026**
Master of Business Administration (Finance & IT)
- **M.J.P.R.U - Bareilly College** **2017-2020**
Bachelor of Commerce
- **G.P.M College (ISC Board)** **2016-2017**
Intermediate - commerce with mathematics
- **G.P.M College (ICSE Board)** **2014-2015**
High School - all subjects with economics

Skills

- Public Speaking/Communication
- Public Influencing
- Team Management
- Conflict Resolution
- Decision Making
- Crisis Management
- Customer Handling
- MS Office (Excel, Word, Powerpoint)

Experience

- **India Post Payments Bank** **01-07-2025 - 01-09-2025**
Intern - Regional Office (Bareilly H.O)
 - Data handling of IPPB branches of 15 districts under Bareilly Region.
 - Preparation of reports i.e BMMC (Branch Manager Monthly Certificate), RMMC (Regional Manager Monthly Certificate), Inventory Management Report (individual and consolidated), AP Visit Report (Access Point Visit Report), CELC Inspection Report.
 - Preparation of Fixed asset certificate containing asset details of 15 branches under Bareilly Region.
 - Preparation of Consolidated Compliance Report of all the 15 branches ensuring necessary compliances have been duly complied and taking necessary follow ups regarding the same.
 - Management and maintenance of data of IBCs (Individual Business Correspondents) and their renewal of contracts.
 - Maintenance of Lease Accommodation Policy file under Regional Office.
 - Maintenance of other necessary registers namely Petty cash expense register, Customer satisfaction report, CBS user access review register etc.
 - Such other necessary works.

Stores Officer - Govt. Trainee

- Used to maintain and evaluate stock (inventory) on daily basis as per the requirements of the production department.
- Used to engage in receiving, maintenance and issuing of Raw material, Packing material and Consumables daily.
- Used to assist and provide support to ensure smooth and reliant weekly and monthly audits (whether internal or external) of the records and materials as per industry standards.
- Used to keep records of Raw material, Packing material and Consumable items to provide information for the necessary compliances such as audits, material requirements and supplier payments etc.
- Used to forward bills of suppliers and fabricators to the accounts department on the frequent basis.

Language

- Hindi - Native
- English - Proficient

Declaration

- I hereby declare that the above furnished information is true to the best of my knowledge and belief. I am liable to be disqualified if any information furnished above is found incorrect.