

**Risha Sharma**  
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## **CAREER OBJECTIVE**

To establish myself in an organization where I can work with high level of responsibility and in a challenging value based working environment so as to utilize my skills to its optimum extent making learning also a part of my work which will help me in updating skills.

## **EDUCATIONAL QUALIFICATION & ADDITIONAL ACADEMICS**

- M.Sc (Bioinformatics) from Banasthali Vidyapith, Rajasthan in 2008.
- B.Sc (Bioinformatics) from IASE University, Rajasthan in 2006.
- H.S.C (C.B.S.E Board) from C.J.D.A.V Public School, Meerut in 2003.
- S.S.C (C.B.S.E Board) from C.J.D.A.V Public School, Meerut in 2001.
- Certified in Selenium (Automation Testing Tool).
- Certified in Basic French Language.

## **EXPERIENCE SUMMARY**

- **Duration:** Aug 2008 – March 2009, worked as a **CCE at HCL Technologies (Noida)**
  - **Job Responsibilities:** Resolve queries for the U.K. based clients.
- **Duration:** May 2009 – April 2010 working as **Junior Scientist at Bioexplore (New Delhi)** which serves as global solution center to various Bioinformatics Solutions.
  - **Job Responsibilities:** Managing the web portal that serves to scientists across the world, by assisting them in their projects by means of the tool, which is good enough to use anywhere, using structural biological techniques.
- **Duration:** May 2010 – May 2012, worked as a **JO at ICICI Bank (RAPG- NOIDA)**
  - **Job Responsibilities:** Being in the operation group I was working on Service Requests raised by customers in the branches for Retail Asset products like Personal, Home , Auto, Commercial Vehicles loan closure, Part payment, Refund, Proactive Refund within the TAT. Took initiative to prepare Credit Balance MIS on daily basis for Loan closed last day to ensure there is no Pro-Refund pending at our end. Also responsible to maintain monthly record for Credit Balance and Reconciliation.
- **Duration:** Feb 2013 – May 2015, worked as a **Sr. Process Associate at Accenture Services Pvt Ltd (Noida)**
  - **Job Responsibilities:** Working as Vendor Management specialist for a leading Oil & Gas company accountable for development, delivery and management of vendor master data for the Procurement & Supply Chain Management (PSCM). This includes vendor data management -integrity, data standards and change management. Additionally responsible for implementation and management of vendor master data Standards in governance for PSCM segment, defining standard data formats and ensure change control processes are followed and further ensure the data standards are maintained in the SAP-MDM for delivering data requirements for operations of Procure-to-pay and Material Management.
- **Duration:** Jun 2016 – Dec 2017, working as a **Digital Content Writer at Digital Monster (Pune).**
  - **Job Responsibilities:** As a part of online team I was responsible to create content for our clients to increase their web presence which includes researching and writing content as per the client's need, editing webpages in a better way to make more attractive to user. Publishing videos and blog on client's websites, social media chanel & creating brand content as per the target audience to drive traffic.

- **Duration:** Jan 2018 – Current, working as a **Quality Head & Project Coordinator** at **Tech Mech International Pvt Ltd (Meerut)**.
  - **Job Responsibilities:** Working for different government skill development training programs like PMKVY, DDUGKY (India's best skill development training program) my role involved at all the levels from filing tender, budgeting, hiring, monitoring staff members – people management for the overall program to starts well, run smoothly & finishes with good outcomes in terms of placement ratio of trainees, overall performance of organization following the project norms and policies as defined. Also, involved in talent acquisition for the sister concern.

### **EXTRA CURRICULAR ACTIVITIES**

- Participated in various events, seminars and Annual Day at College.
- Class Representative in University.
- Various Co-curricular certificates at School and College Level.
- Good at debates and conveying the ideas.
- Active member of Employee Engagement, CSR, Women Empowerment Group 'Vahini' teams.

### **SOFT SKILLS**

- Ability to work in new and challenging environment.
- Willingness to work in groups and ability to lead group activities.
- Willingness to learn new concepts, ideas and use new technologies.
- Attitude to share information and new knowledge.
- Priority to Innovation and Quality.
- Good at multi-tasking and working well under tight deadlines with high efficiency.
- Expertise in analyzing User Requirements, Functional and Technical Specifications.
- Excellent troubleshooting, project management and problem solving skills.

### **TECHNICAL SKILLS**

- Software Tools: Selenium WebDriver, POM Framework, TestNg, Jenkins.
- Programming Languages: Java, HTML.
- Database Management System: SQL Server 2008.
- Operating System: Windows

### **PERSONAL INFORMATION**

<b>Date of Birth</b>	December 16, 1986
<b>Sex</b>	Female
<b>Citizen</b>	Indian
<b>Languages</b>	English, Hindi, French
<b>Hobbies</b>	Listening music, Cooking, Wandering, Watching movies etc

Risha Sharma.