

Risha Sharma
C 302, Park Xpress
Near Bhartiya Vidyapeeth School,
Baner, Pune (Maharashtra)
Mobile: +91-9873650067.
Email: sharmarisha@gmail.com

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 my 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.

EXPERIENCE

- **Duration:** May 2010 – May 2012, worked as **JO** at **ICICI BANK (RAPG- NOIDA)**
 - **Job Responsibilities:** Being in the operations group I was working on Service Requests by customers raised 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 **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.

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.

PERSONAL PROFILE

Date of Birth	December 16, 1986
Sex	Female
Citizen	Indian
Marital Status	Married
Languages Known	English, Hindi, French
Hobbies	Listening music , Cooking, Wandering, Watching movies etc