

PERSONAL DETAILS

Name:- Mr. Tarun Kumar Sharma
Email ID:- tsh4ck312@gmail.com
Contact Number:- 9521458521
Address:- Sardarshahar, Rajasthan, 331403
Marital Status:- UN-Married
Languages Known Hindi and Intermediate English

Hi there!

I'm Tarun Sharma, a self-motivated Computer Operator driven by a passion for technology and continuous learning. While my educational journey may have taken a non-traditional path, I've cultivated a diverse skill set through hands-on experience and personal exploration. Beyond the realm of technology, I have a passion for sketching, painting, sports, and coding. These hobbies not only serve as creative outlets but also foster a well-rounded skill set and a curious mindset.

EDUCATION

Year of Passing	Degree/Course
2022	Bachelor of Arts form Maharaja Ganga Singh University Bikaner (MGSU)
2022	Tally Prime
2018	RS-CIT

Experience

> KUNDAN LAW CONSULTANCY

ADV. Jagdish Prasad Mali
ADV. Navneet Saini
Feb 2025 – Currently Working

Job Description:- Supervising audit processes, designing data formats, managing Excel-based entries, preparing attendance sheets and handling corporate email correspondence .

> Nykaa E- Retail Private Limited

B 2 B LABYRINTH SOLUTIONS PVT LTD
Jul 2024 – Nov 2024

Job Description:- Team Leading Handling Team Members, Responsivity of all Inward are done simultaneously & Done Putaway & Damage Control, Preparing MIS Report Weekly & Monthly Creating Dashboard in Excel.

> Office Assistant Advocate

ADV. Jagdish Prasad Mali
Mar 2022 – Dec 2023

Job Description:- Team Leading and audit control creating a file format and data entry in Excel sheet, Make Salary & Attendance Sheet of Employees and mail handling & Desktop Support Executive:- Installation and troubleshooting of software, Hardware troubleshooting, Networking, Providing technical support.

SKILLS

Team Leading	Power Bi
Adobe Photoshop	Tally Prime
MS Word	Linux
MS Excel	

Excel Key Skills:-

Good knowledge of Advanced Excel Formulas – VLOOKUP, Index Match, if condition, if Error, Countif, Sumif, Sumifs, Count, Counta, Trim, Proper, Upper, Lower, Rand Between, Mid, Left, Right, Min, Max, Average, Concatenate, Pivot Table, Pivot Chart, Mail Marge, Data validation, Conditional Formatting, To Make salary sheet of Employees. To Make Attendance Sheet of Employee. API Using in Excel Sheet.

INTERESTS

Sketching	Games
Traveling	Watching Movies on Platform
Badminton	Coding

Tarun Kumar Sharma