

Disha Sharma

29, Marshall Drive, Guelph, Ontario | (705)-373-0786 | 01dishasharma@gmail.com |
www.linkedin.com/in/disha-sharma-8b313573/

Education

- George brown, Canada — *Certification in Payroll Administration* 2023-2024.
- Punjab technical university, India — *Information & Technology* 2009-2011
- Panjab University, India- *Post Graduation Diploma in Computers Application* 2009-2010
- Annamalai university, India - *Bachelors in Accounting* 2006-2009

Skills

- Microsoft Office (Excel (all types of tables) Word, PowerPoint, Outlook)
- Google Workspace
- Office 365
- Email, Internet, Mail Chimp
- Strong Accounting Knowledge (Bookkeeping, Accounts Receivable/Payable)
- QuickBooks, Xero, Sage 300
- Social Media Platforms (Adobe Photoshop, Illustrator, Premier) Canva ERP Systems
- Time Management
- Multitasking
- Interpersonal and Communication Skill
- Detail oriented
- Typing Speed more than 65 wpm with 90% accuracy
- Excellent Customer Services.
- Sales professional.
- Organizational Skills.

Volunteering as a computer teacher in the computer club at Wellington Guelph Service immigrant.

EXPERIENCE

Payroll Administrator and Social Media Specialist, Asian Food Centre, Guelph, Ontario. Jan 2024- Current

- Processed bi-weekly payroll for employees, ensuring accuracy and compliance with federal and provincial regulations.
- Calculated wages, deductions, and benefits, including overtime and bonuses.
- Collaborated with HR to onboard new employees and update employee information as needed. Accounts Receivable/ Payables.
- Address employee inquiries regarding payroll deductions, benefits, and tax-related matters, providing timely and accurate information.
- Manage social media accounts creating and curating engaging content across platforms such as Instagram, Facebook, Twitter, and LinkedIn.

Receptionist & Social Media Specialist, Eknors Auto, Guelph, Ontario. Sept-Dec 23

- Welcomed the visitor in friendly and professional manners.
- Developed, implemented and managed social media accounts.
- Supported Finance team in month-end and year-end close processes related to accounts receivable and
- Worked with the Accounts team to up-to-date financial data in the software and excel sheets. Prepared paperwork for sold units to get licensed at the Ministry of Transportation.
- Stock in new inventories on the various dealers' sites and Maintained records of every Customer, stock/office supplies.
- Handled incoming calls, screening and directing them to the relevant individuals or departments. Taking messages accurately and relaying them promptly to the appropriate parties.

Business development and customer relation, Waves Media, Brampton, Ontario. 2022-2023

- Developed a business development strategy focused on financial gain for the company.
- Provided excellent customer service in a fast-paced environment
- Arranged business meetings with prospective clients and understand client requirements using Microsoft outlook.
- Processed Payroll timely and accurately calculated deductions, maintained staff and clients' records, Accounts Payable/ Receivable, Kept records of sales, revenue, invoices etc.
- Generated payroll reports, handled payroll cheques and cheques received from clients.

Office Administrator/ Data Entry Operator, Bhakra Beas Management Board, Chandigarh, INDIA. 2017-2022

- Generated daily, monthly, and annual data reports in Microsoft Excel (Spreadsheets)
- Sorted data using excel spreadsheet by lookup methods.
- Processed Payroll timely and accurately calculated deductions, maintained staff records, Accounts Payable/ Receivable.
- Generated payroll reports, handled payroll cheques.