

# CURRICULUM VITAE

**AVIKAA SHARMA**

**Mobile :** +91 986-054-8555

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## OBJECTIVE

To seek an Executive/Managerial position in the Human Resource/Administrative function in an organization where I will get an opportunity to utilize my skills and achieve personal and professional growth with the organization's development.

## EMPLOYMENT :-

**Organization** :- Seed Infotech Ltd. (MAR 2017 – OCT 2017)

**Designation** :- *Sr. Counselor*

**Responsibilities** :-

- Counseling students for various courses.
- Converting walk-ins into admissions.
- Generating leads by data calling.
- Participating in marketing activities
- Handling operational work and documentation.
- Sales and collect targets.

## EMPLOYMENT :-

**Organization** :- Study Overseas Global Education Pvt. Ltd. (Feb 2014 – Mar 2017)

**Designation** :- *Marketing & Customer Service Executive*

**Responsibilities** :-

- Provide excellent Customer Service to Students, Parents, Client.
- Cold Calling and Follow-Up with the Student.
- Convert Student to visit Office.
- Telephonic Counseling as well as Face to Face Counseling
- DataBase Management the data entered and status changed on daily basis.
- All Filing, Scanning, Incoming and Outgoing Couriers and other Admin Related Duties.
- Managing an appointment on behalf of Counselor Staff , Manager and Managing Front Office.

## EMPLOYMENT :-

**Organization** :- Cognex Technology Pvt. Ltd. (Sep 2013 – Jan 2014)

**Designation** :- *Business Development Executive*

**Responsibilities** :-

- Cold Calling and Convince client and Convert them for Registration.
- Maintaining client record and Follow-up.
- Co-ordinate with Client and solve their queries.
- Sending mail's to client
- Maintaing Daily, Weekely and Montly Report

**EMPLOYMENT** :-

**Organization** :- Aviation ,Hospitality & Management Ltd. (A.H.M)  
(April 2007 – Jun 2008)

**Designation** :- *Front Office Executive*

**Responsibilities** :-

- Welcoming visitors ,walk-in's and direct appropriately.
- Maintaining student and Library record.
- Taking care of Attendance and Leave Application.
- Maintaining proper checklist related to housekeeping activities to ensure upkeep of Facilities.
- Handling Petty Cash and admin.

**INTERNSHIP PROGRAMME:-**

**EMPLOYMENT** :-

**Organization** :- Hotel Tuli International (July 2006 – Nov 2006)

**Designation** :- *Front Office Executive*

**Responsibilities** :-

- Greet, register and assign room to guest.
- Provide guest with assistance at front desk during the Check-In & Check-Out Process.
- Issue room Key to guest.
- Receive telephone message & Set up guest wake-up calls.
- Handling Cash.

**ACADEMIC CREDENTIAL:-**

- Graduate in Art's From Nagpur University in 2011.
- Higher Secondary School Certificate (SCIENCE) in 2005.
- Secondary School Certificate in 2003.

**CERTIFICATION:-**

- Diploma in Aviation, Hospitality, Travel & Tourism Management from Frankfinn Institute of Airhostess Training (July 2005 – July 2006)
- Maharashtra State Certification in Information Technology (MS-CIT) (July 2009 – Oct. 2009)

**ACHIEMENTS :-**

- Awarded as **Gold Star** Shining Star for the month of September -2014
- Awarded as **Gold Star** Shining Star for the month of February -2015

**STRENGTHS:-**

- Eager to learn new things.
- Ability to grasp anything within due course.
- Can work in-group and can handle it very efficiently and comfortably.

**SKILLS :-**

- Leadership
- Team player

**HOBBIES :-**

- Dancing & Singing.

**PERSONAL INFORMATION**

**Husband Name** : Mr. Suneel Sharma  
**Nationality** : Indian  
**Passport No** : P1247583  
**Issued on** : 20/12/2016  
**Valid Till** : 19/12/2026  
**Languages known** : English, Hindi, Marathi.  
**Date of Birth** : January 11, 1987  
**Correspondence Address** : Flat No. 106, 1<sup>st</sup> floor, OM Paradise near Gram Panchayat, Lohegaon  
Pune-411047  
**Residential Address** : 302/A Arihant Appt. Beside Ajanta Hall,Untkhana,  
Medical Square Nagpur-440009.

**DECLARATION :-**

I hereby declare that the above provided information is correct to the best of my knowledge and belief.

Place:

Date :

**(MRS.AVIKAA SHARMA)**