



## MADHURI

164 LANE NO.13 BALBIR NAGAR EXT.  
SHAHDARA, NEW DELHI-110032

EMAIL - Madhurisharma264@gmail.com  
CONTACT NO.- 9717972264

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### Summary

Young, hard working professional having good communication skill, Efficient computer skills as well as great customer handling skills; Offering an engaging and pleasant personality with expertise improving customer relationships.

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### Professional Experience

**ASAHI INDIA GLASS LTD. :**

**Duration: 1 month**

**Designation: Intern – HR Department**

**Roles & Responsibilities:**

- Analysing the Day-to-Day Operations of an HR at the organization level.
- Recruiting peoples through online job portals and Third Party Vendors.
- Assisted in staffing of resources for Multiple positions (in-office & field) to be fulfilled at different locations including Delhi, Chennai, Mumbai & Pune
- Assisted in Data Entry Operations for the organization.

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### Educational Background

- **Bachelors Of Business Administration** from **Jamia Hamdard University, Delhi** (2016 - 2019).  
*Dissertation: The Impact of Internet Marketing on Consumer Buying Behaviour*, A comparartive study between Traditional marketing vs Internet marketing. The study also analyzed the impact of multiple Social Media Platforms and their affect on the users.
- Class **12<sup>TH</sup>** , CBSE Board, New Delhi (2016).
- Class **10<sup>th</sup>** , CBSE Board, New Delhi (2014)

## **Skills & Interest**

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- Excellent Customer Handling and Relationship Building skills.
- Good Organization and Time Management skills.
- Effective People Management and Leadership skills.
- Basic knowledge of MS Office Suite.
- Like listening to Music and Travelling.

## **Co-Curricular Activities**

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- Coordinator(Poster Making) – Annual Fest in Jamia Hamdard University 2017 for the Event “SPARK 2k17 MANAGEMENT FEST “ as well as Committee member for Decoration, and Food.
- Participated in singing competition at School Level.
- Participated in Sepak Takraw at Zonal Level.
- Completed Program “TRAINING IN SELF DEFENCE TECHNIQUES” organized by Delhi Police; Special Unit for Women & Children.

## **Personal Information**

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- FATHER'S NAME : RAJESH KUMAR SHARMA
- DATE OF BIRTH : 11-11-1998
- MARITAL STATUS : SINGLE
- ALTERNATE CONTACT NO. : 9810664327
- LANGUAGES KNOWN : ENGLISH, HINDI