**RATIKA SHARDA**Mobile: +91 9719344191

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## **Objective:**

To work towards achieving the greater success in my career through hard work, consistency and the ability to work with others to achieve organizational goals, aims and objectives.

### **Kev Skills**

Client Relationship, New Client Acquisition, Event Management, Client Servicing, Blogging, Digital Marketing, Expertise in Presentations and Excel, Roadshows, Team Handling, Site Development.

## **Brief Summary:**

- Good academic record (Bachelors of Engg. in computers) along with participation in various extracurricular activities at intra and inter college level.
- Focused, hardworking, self motivated with proven capability to meet high pressure deadlines and coordinate multiple projects.
- Proven record in managing new training program that increases technology awareness among students and young professionals and also leads to increase in sales.

### Work Experience

#### Partner: Entrench Electronics Pvt. Ltd.

May 2015- Present

- Running the organization successfully and generating consistently growing revenues.
- Leading the business Development and Marketing Department also supporting in different verticals of organization.
- This Expertise complements my ability to built a strong client base and drive revenue growth.
- **Digital Marketing:** Managing the Blog, Facebook Page, SMS management and other various means of Digital Marketing.
- **Human Resource:** Recruited, hired and trained many marketing and sales specialists, improving overall sales.
- **Finance:** Managing the finances of organization.
- Expanding existing relationship and increasing penetration across the nation.
- Preparing the training material for the various events/workshop according to the need and for the new Entrant in organization.
- Providing freelancers for all the technologies specially designed for engineering student.
- Manage the complete creative design of proposal, marketing and advertising content.
- Co develop and execute new training program according to the requirement of the client
- Projects:
  - Conducted the Entrench Workshops in IIT Delhi, IIT Bombay, IIT Madras, IIT Pallakad, NIT's college and other reputated colleges/schools of PAN India including Chirec International School, Bharathi Vidya Nikethan, Maharana Mewar School and many more.
  - Managing the workshops and technical events like hackathon, Robotics Championship etc.

#### Business Development Executive Robosapiens Technologies Pvt. Ltd, Noida (July 2013 - 9 April, 2015)

- Acquiring the new clients and maintaining relationship with existing clients and providing them support as required.
- Conducting the workshop, events in various school, colleges & institutes.
- Plan, schedule and implement work plans and activities in a cost effective and safe manner to enhance the productivity.

- Preparing the training material for the various events/workshop according to the need and for the new Entrant in organization.
- Projects:
  - Conducted the Robosapiens road show in IIT Delhi during their annual technical and cultural fest.
  - Managing the Robosapiens Workshop
- Achievements:
  - > Promoted within 6 months of joining.
  - ➤ Handling sales and technical roles in organization basis, strong technical and interpersonal skills.

### **Project Undertaken**

Project Name	Online Shopping System	
Platform	Windows XP/7	
Duration	4 Month	
Database SQL Server 2005		
Language	JAVA, HTML	

#### **Technical Skills**

**Languages:** C /C++,Core JAVA

Concepts: Basics Of Data Structure, SQL

**Hardware:** ATMEGA (8/16/32), 8051

**Operating System:** Windows (7) and Linux (mint)

Other Skills: Microsoft Outlook, Microsoft Excel, Microsoft Power Point

### **Education Qualification:**

2013	B. Tech (Computers)	Bhagwant Inst of Engg, Muzzafarnagar (Gautam Budhha	66.33%
		Technical University)	
2009	XIIth (CBSE)	Translam Academy International, Meerut	75%
2007	Xth (CBSE)	Translam Academy International, Meerut	63%

# **Positions held and Participation**

- Class Representative and Placement coordinator for the Computer batch of 2009.
- Organizing the various events in colleges like inter & intra college cultural and technical fest, Sports meet.
- Participated in various cultural events inter and intra college fest.
- Participated in various cultural activities in intra and inter school competitions.
- Organizing the blood donation camp in college in year 2012 and 2013.

Date:16-05-2020 (Ratika Sharda)