

Sakshi Sharma

ABOUT ME

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices collaborative leadership, integrity and honesty.

EDUCATION

Indira Gandhi Open University

2020 Masters in English

Delhi University

2013 Bachelor's of Arts

EXPERIENCE

2021 March - Present - Corporate Social Responsibility
JP Electronics (I) Pvt Ltd

- Mails
- Data Managing
- Maintain stock Records
- Dealing with costumers
- Maintain excel sheets

2020 October to 2021 March

BPO
AQMS Certification

- Identifying the prospective customer
- We have to handle the customer over the call
- Make data on MS Excel

2019-2021

Govt. sector
Delhi Civil Defence

- Amit shah rally duty
- Odd-even duty
- Work with staff management on Chath pooja, Durga pooja, Ganesh Visarjan.
- Participate in raising day parade
- Covid-19 duty
- Receptionist job during COVID-19 at Swami Dayanand Hospital

CONTACT

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Date of birth - 12/December/1992

SKILLS

- Power Point
- MS Excel
- MS Word
- Stenography
- Typing

Certificates

- Raising day parade certificate
- 26 Jan parade
- chath pooja certificate
- Durga pooja certificate
- Ganesh pooja certificate