

# AAROOSHI SHARMA

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■ New Delhi, India

## Career Objective

Dedicated and hardworking professional with diverse experience in teaching, financial advisory, data entry, and customer support. Committed to delivering quality results, continuous learning, and contributing to organizational success through effective communication, problem-solving, and teamwork.

## Education

Graduation: Indira Gandhi National Open University (IGNOU)

12th (CBSE Board): Completed in 2018

10th (CBSE Board): Completed in 2016

## Work Experience

### **Financial Planning Advisor — Aviva Life Insurance (1 Year)**

- Guided clients in making informed financial and insurance decisions.
- Built lasting relationships through personalized financial advice.
- Consistently achieved sales and service targets.

### **Teacher — Classes 1 to 8 (2 Years)**

- Taught multiple subjects, encouraging creativity and participation.
- Maintained academic discipline and supported student development.
- Helped improve student performance through personalized attention.

### **Data Entry Operator (1 Year)**

- Accurately entered and managed data within strict deadlines.
- Ensured data quality and consistency across multiple projects.

### **Chat Support Executive (3 Months)**

- Assisted customers with product and service queries through chat.
- Provided prompt solutions ensuring customer satisfaction.

## Skills

- Basic Computer Knowledge
- Data Entry & Management
- Financial Advisory & Client Service
- Communication & Interpersonal Skills

## Languages

- Hindi
- English

### **Hobbies & Interests**

- Cooking
- Travelling