

# Anmol Sharma

+1 431-998-4088

keepupsharma@gmail.com

Birthday: 18/06/2003

Website: keepupsharma.wordpress.com

## Education (Supporting documents available)

- Secondary education completed in 2021 with non-medical stream (IT as an additional subject)
- One Year Diploma in Computer Applications from November 2021 to October 2022 at INFOWIZ (*Sco 118-120, Basement, Sector 34-A, Chandigarh*), with the following subjects:
  - Basic of Computer Application
  - MS Office
  - C/C++
  - Software/Hardware

## Work Experience (Supporting documents available)

The Canvas IELTS center  
03/2022 - 09/2022

### Front Desk

- Greeted customers with a positive attitude.
- Answered phone calls, emails, and in-person inquiries regarding the IELTS exam.
- Assisted clients with registration, payment, and scheduling for the IELTS exam.
- Provided information and guidance on the IELTS exam and related services.
- Maintained accurate and up-to-date records of client information, exam schedules, and payments.

- Coordinated with the IELTS exam team to ensure smooth and efficient operations.
- Handled and resolved customer complaints and concerns in a timely and professional manner.
- Managed the front desk area, ensuring cleanliness and organization.
- Assisted with other administrative tasks as needed.
- Collaborated with team members to achieve goals and deliver excellent customer service.

(Changed due to relocation)

The Wings IELTS center  
09/2022 - 03/2023

### Front Desk: Similar Duties

Availability:  
20 hours a week  
Evenings (from 5:30 pm)  
and Night on weekdays

Anytime on weekends +  
Tuesdays