



# Ashmita Sharma

International Business Student

## About me

I am a student at Vivekananda Global University, Jaipur, Rajasthan (India). My exploring nature encourages me to pursue my dreams with great zeal and enthusiasm. My curious mind motivates me to perform tasks of various work domains that make me versatile and enhance my skills. A keen interest in music and writing makes me more innovative and focused. I desired to sustain real world experience to enhance my personality and working horizons.

## Experience

### LERNX

#### Human Resource Intern Oct'23-nov'23

Responsibilities: managed and assisted marketing team, conducting interviews, developed marketing strategy, hiring potential candidates, managing recruiting process.

### UNSCHOOL

#### Youth Leader Intern Apr'23-May'23

Responsibilities: create awareness of the product and generate leads

### Gao Tek INC.

#### Business Development Intern Feb'23-Apr'23

Responsibilities: connect to the company executive via LinkedIn and mail.

### Knobco International

#### E-commerce Management Intern Nov'22-Jan'23

Responsibilities: connect to the company executive via LinkedIn and mail.

### Knobco International

#### Content Writer Nov'22-Jan'23

Responsibilities - create content for the website and blogs.

## Education

### Bachelors in business administration

#### International Business Sep'21-Jun'24

Vivekananda Global University  
Jaipur, Rajasthan

### Malviya Shiksha Sadan School

Grade: 12th CBSE BOARD

Score: 75%

Location: Haryana

## Skills

- English Proficiency (Spoken)- Intermediate
- English Proficiency (Written)- Intermediate
- MS Excel- Beginner
- Blogging- Intermediate
- Email Marketing- Intermediate
- LinkedIn Marketing- Intermediate
- MS Office- Intermediate
- MS Word- Intermediate
- Canva- Intermediate

## Contact Details

### Email:

asmitaibs@gmail.com

### Phone:

+9728669118

### LinkedIn

[Asmita Sharma](#) | [LinkedIn](#)

## Experience

### Neerja International

#### E-commerce Management Intern Nov'22-Jan'23

Responsibilities: manage website, listing on Shopify, Esty and company website.

### Neerja International

#### Content Writer Nov'22-Jan'23

Responsibilities: create content for the website and blogs.

### Aavtar Asia

#### Marketing & Sales Intern Mar'23-May'23

Responsibilities - create content for the website and blogs.

### Cognus Technology

#### Digital marketing

Sub-department- SEO Content writing

- Attended various International Olympiads conducted by British Council, SOF and International Humanity Olympiad.
- Held Vice-President post in school.
- Exhibited Social Science Exhibition at school level.

## Key Courses Taken

- Content Marketing
- ChatGPT for Marketing
- International Business and Culture
- Financial Markets and instruments
- Customer Relationship Management
- English for professionals
- Effective Communication
- E-Mail writing

## Working on

- Foreign Language Skills
- International Business Cultural
- Using Different Business Softwares
- Personality Building

## Languages

- Hindi
- English

## Hobbies

- Singing & Music
- Travelling
- Writing
- Exploring
- Astrology
- Attending valuable seminars and event
- Theater & Drama
- Learning Different Languages
- Website Development

## PARTICIPATION

- Inter-college Drama competitions.
- C.L. Jhankar Memorial Conference on theme of India: A blue chip destination for business organized by Chirra Amrit.
- National Youth Parliament: Ministry of Parliamentary represented Defense Minister Shri Rajnath Singh.
- Interacted with National Assessment and Accreditation Council (NAAC).
- Attended virtual workshop on data theft and online fraud organized by SGT University.
- Interacted in Small Industries Development Bank of India (Sidbi) launch event.
- First hands experience on SPSS software for 7 days' workshop organized by Vivekananda Global University.