**VIJAY KUMAR SHARMA**

**B-182,C-MARKET ALPHA-1,GREATER NOIDA.**

**Mobile: +91-9716562958**

**E-mail: sparta.vijay@gmail.com**

**OBJECTIVE**

**Desire to be a part of vibrant and leading organization and create footprints as a Quality assurance MBA, to assist the organizations in all aspects by utilizing all my skills, knowledge, abilities and experience with a balance of hands-on, management and leadership responsibilities**

**PROFESSIONAL QUALIFICATION**

Completed **MASTER OF BUSINESS ADMINISTRATION**  **(FINANCE & MARKETING)** from **GALGOTIAS UNIVERSITY,GREATER NOIDA** in 2015 with 7.12 CGPA.

**PROFESSIONAL EXPERIENCE :**

## Working in Investors clinic, Noida as a Business Development Executive with an experience of 4.0 Months. It is seller of real Estate products. This is No 1 real Estate Company in India. Its major Partners DLF,H&S, Fashion Tv, ATS etc.

**AREA OF EXPOSURE** – **PROCESS QUALITY & CUSTOMER SUPPORT(Sales.)**

* Responsible for continuous improvement of product as well as process.
* To prepare new product process & coordinate the process layout.
* Responsible for Documentation management for Audit.
* Responsible for Handling cheques, maintaining records of receipt, payment.
* Responsible for Maintaining client ledgers, reconciling dues with actual receipt, overdue reporting and management
* Responsible for preparing cost accounting
* Responsible for preparing the countermeasure for regular problems.

**SKILL: -**

1. Expert in Business and Management principles .
2. Uncommon Ability to creat principle and processes for providing costomer and personal services
3. Innovative ideas in the field of Marketing.
4. Handle the tasks of collecting, processing and analyzing data.
5. Demonstrate strong Interpersonal and presentation skills.
6. Excellent analytical and problem solving skills.
7. Experience in customer service.
8. Leadership Quality.

**TECHNICAL SKILL :-**

1. MS Office
2. Financial accounting

**ACHEIVEMENTS**

* Success in MAT exam with 640 marks.
* Got Scholarship Rs 10 000 from T.I.M.E by optaning 70% Marks in Time Entrance Examination-2011

**PROJECT UNDERTAKEN (MBA)**

**Title– Investment in Real Estate : An Indian Outlook.**

**Project Description-**

1) To improve performance real estate investment.

2) Why people investment in real estate at this time.

3) How growth real estate in India.

**PROJECT UNDERTAKEN (BBM)**

**Title: Training and development of Airtel in 2010,**

**New outlet expansion and Promotion of VAS card users user of Airtel in 2011**

**Company Name:** Airtel.

**Details of the projects**: To study the competitors and their promotional VAS schemes

and strategies along with finding out Airtel‘s performance in the current market

“How to monitor training & Development of Airtel with special Reference”.

**ACADEMICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COURSE | INSTITUTION | BOARD/UNIVERSITY | PERCENTAGE | YEAR |
| `Class 10th | ZILA SCHOOL MOTIHARI | B.S.E.B,PATNA | 70% | 2006 |
| 12th | A.N COLLEGE MOTIHARI | B.S.E.B,PATNA | 60% | 2009 |
| BBM | A.N COLLEGE PATNA | Magadh University | 68.5% | 2012 |

**CURRICULAM ACTIVITIES :-**

* Participated in Inter school Chess Competition.
* Won Prizes in School Curriculum activities.

**PERSONAL DETAILS**

Father’s Name : Mr. Ram Narayan Sharma

Father’s Occupation : Business & Ex-Army

Date of Birth : 06-03-1991

Gender : Male

Nationality : Indian

Marital Status : Single

Languages Known : Hindi, English, Bhojpuri.

Hobbies : Cricket, Listening Songs.

Permanent Address : Sharma sadan, Dhaka Road,Chhatauni,Motihari,Pin-845401.

Expected Salary : Negotiable

**DECLARATION**

I consider myself familiar with MBA. I am also confident of my ability to work in a team.

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place: (VIJAY KUMAR SHARMA)**