

Somen Sharma

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Sector-2, Ranchi, Jharkhand, India

EDUCATION

Matriculation **CGPA – 7.4**

Vivekananda Vidya Mandir School -
Ranchi

Intermediate **Percentage – 50%**

Vivekananda Vidya Mandir School -
Ranchi

Bachelor of Computer Applications

Percentage – 85.17%

Yogoda Satsanga Mahavidyalaya -
Ranchi

KEY COURSES

Computer Servicing Lab
Internet Programming
Access database processing

Professional Writing
Public Speaking
Business Communications

TECHNICAL SKILLS

Computer Languages

C / C++
Python
ASP.Net (C#)
Java
HTML5
CSS3
JavaScript
Bootstrap
MySQL / SQL

Software

Microsoft Office Suite
Tally Prime
Adobe Acrobat
WordPress
Visual Studio Code
Figma (UI/UX)
FL Studio
Audacity

Techniques

Code Debugging
Window OS Support
System Optimization
Full Stack Web
Development
OOP Programming
UI/UX

COMPETENCIES

Communication & Interpersonal

- Collaboration with classmates in various group projects including the creation of Website.
- Communicates effectively with customers to ensure that their needs and goals were met.

Project Management & Organization

- Maintains an awareness of the quality assurance standards and testing procedures.
- Undertakes and is responsible for professional assignments when qualified.
- Maintains confidentiality to avoid conflicts of interest.

Research & Analytical

- Produces concise and effective research papers in a university.
- Competent with multiple databases for gathering information.

WORK EXPERIENCE

Business Development Executive: Zigitza Health Care Ltd.

2019-2020

- Managed inbound and outbound calls to engage potential customers.
- Provided excellent customer support, resolving queries with professionalism and efficiency.
- Collaborated with the team to develop strategies for client acquisition and retention.
- Met and exceeded sales targets while maintaining a high customer satisfaction rating.

Website Development & Technology Development: NSL Technology

2022

- Gained hands-on experience in networking, including IP addressing, VLAN setup, and router & switch configuration.
- Worked with databases such as MySQL, MongoDB, and Oracle, managing backups, restores, and auto-scheduling.
- Configured and managed web hosting environments using IIS, XAMPP, and Apache Tomcat 10.0.
- Developed and maintained web applications using ASP.NET (Visual C#), HTML5, CSS3, Bootstrap, JavaScript, and WordPress.
- Interacted with a design team to understand and interpretation process.

Computer Operator & Office Assistant: Mallikarjuna Roadways

2022-2023

- Managed data entry tasks, ensuring accuracy and efficiency in maintaining records and reports.
- Handled outbound sales calls, engaging potential customers and promoting company services.
- Assisted in general office operations, including document management and scheduling.
- Provided technical support, troubleshooting basic computer and software issues for staff.

Service Coordinator & Office Coordinator: Antokill Pest Control LLP

2024

- Coordinated service requests, ensuring timely response and resolution of customer issues.
- Managed data entry tasks, maintaining accurate records of service logs and customer interactions.
- Assisted with office coordination, handling scheduling, document management, and general administrative duties.
- Solely responsible for maintaining office operations, including inventory management, office supplies, and equipment troubleshooting.