**Name Jayant Sharma**

**Contact no:9871101101,**

**Email:advjayantsharma7@gmail.com**

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A legal professional with diversified experience in both civil and criminal matters. I am well organized and self-motivated worker with passion to work. My focus is to grow with a global thinking and understanding. I perform confidently to responsibilities, operational challenges and believe in team work in a challenging environment.

I strongly feel your organization offers the cutting edge knowledge for my future in the industry. I have enclosed my curriculum Vitae for your kind perusal. I would welcome hearing from you. Yours Sincerely,

**JAYANT SHARMA.**

* **Work Experience**
* **Currently Working as a Associate in Rohini Court From Oct 2017**
* Worked on Research work also.
* Worked on Civil Matters and Criminal matters.
* Preparing Legal Notice.
* Worked on WS,Leave to defend,Order 12 Rule &,Order & Rule 11 etc.
* Worked in both District and High Court .
* Making RTI,Notices,Complaints to departments etc.
* Making miscellaneous application( NBW cancellation,Condonation of delay, Inspection application etc.)
* **CRISIL LIMITED (FROM June 2013 to may 2014 )**
* **BUSINESS DEVELOPMENT OFFICER**
* Working on banking model.
* Taking out lead from banks and proceed to audit department for analyzing the credit ratings.
* Client range from (10 Lacs CC to 10cr CC)

 **Inoday technology (India )Pvt Ltd(oct 2012-june2013)**

* **Sr.sales Executive**
* Supervise sales operations
* Follow-up leads and samples provided by sales team.
* Builds new customer base .
* Supervise field marketing and sales force.
*  **Go Study Abroad Ltd (July2008 to may 2010)**   **Branch Sales Head**
* Supervise sales operations of sales team.
* Making sure that employee achieve the sales target.
* Maximize sales.
* Keep track of customers and promotional programs.

 **DCS Group(Jan 2007-sept2007)**

* **Public Relation Officer**
* Advertisement campaign
* Determine company target audiences and communicate suitably.
* Attend team meatings,deliver PR results and update concerns on the event.
* Handle public relations support staff on special projects and manage updates.

 **Solution Integrated Marketing Service Pvt Ltd**

* **Customer care executive(April 2005-March 2006)**
* Monitoring all incoming &outgoing calls and answer inquiries.
* Analyzing customer problems and determine root cause for same and initiate appropriate customer service .
* Manage all customer inquiries and summarize same to be presented to management.
* Maintain Knowledge on all customer requirements and provide appropriate solutions.

**7. Go Study Abroad Ltd**

* **Sr.Customer care executive(July2003 to jan2005)**
* Build new customer base to maximize the sales.
* Monitoring all incoming &outgoing calls, answer inquiries
* Manage all customer inquiries.
* Supervising the executives and briefing .
* Monitoring the calls of the executives.
* Maintaining the quality of calls and supervising.

 **Go Study Abroad Ltd**

* **Customer care executive(Feb2002 to June 2003)**

* Build new customer base to maximize the sales.
* Monitoring all incoming &outgoing calls,
* answer inquiries.
* Manage all customer inquiries

**Profile and strength**

Perform confidently

Open to challenging environment

Keen observer and fast learner

Willingness to learn new skills

**Qualifications**

**1.Institution Janhit College of Law(2014 to 2017)**

Bachelors of Law

* **Institution Global School of Management & Science(2010 to 2012)**  Post Graduate Diploma in Mgmt. & Science
* **Institution Guwahati University(2010 to 2012)**

MBA(Marketing & HR)

* **Institution IGNOU(2005 to 2008)**

Bachelor in Computer application

* **Institution National Open University Senior Secondary Examination(2001)**

Successfully completed Senior Secondary Examination

(XIIth Std)

* **Institution All India Secondary School Examination(1999)**

Successfully completed Senior Secondary Examination

(Xth Std)

**Certificates**

* **Aptech Certified in “CCNA”**
* **NIELIT (Nation Institute of Certified in Course of Computer concepts(Ministry of Comm.& Electronics &Information Information Technology) Technology)**

**Extra –Curricular Activities**

IELTS (International English Language Test) 6 Bands

**NCC CADET**

Win Rifle Shooting II nd div

**Social Service**

Helpage India (For senior citizen)

**First Aid Activity**

St. John Ambulance Assiciaation (Ministry Of Health & Family Welfare)

**Key Sills**

Good Communication Skills

Proficients in MS Office ,Internet Frequent and efficient use of web and e-mails.

**Language Known**

English, Hindi

**Hobbies**

Social Service, Learning new skills ,Travelling ,net Surfing and Reading .

**Personal Details**

Address:-Gh-14,Flat -26,Paschim Vihar,New Delhi -110087