

Curriculum Vitae

Mr. Harshit Sharma

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SUMMARY OF SKILLS:

A young professional with ~5 years of work experience in sales, marketing and managing operations

Corporate

- Managing the daily field operations
- Attendance of field staff and distribution of targets
- Preparation and reporting of the performance to leads (MIS)
 - Attendance
 - Sales Report
 - Area Coverage reporting
 - New Prospects coverage and conversion reporting
 - Explanation of sales plan and commission structure to team members
- Deployment of corrective actions to bring performance back on track
- Ensuring follow ups for the pending items with team members – documentation updates and collection of required information
- Keeping track of the stock of items issued by respective companies – Like consumables, brand promotional materials, banners etc.
- Pursuing new clients, price negotiations and maintaining good and healthy relationships with them
- Organizing team events to motivate team members and to keep them engaged

CORPORATE WORK EXPERIENCE:

Experience: 02 years – Freelancing work - (work from home due to spread of Covid-19)
(Job Role: - (Kotak Mahindra '0' balance Savings accounts, Demat account, credit card, App installation)

Experience: 01 year with **Paytm**.
(Job Role: - Sales executive create merchant shop to shop convincing, installation and making them business ready)

Experience: **01** year with Global Garner – App Installation work – App was for getting the cashbacks on purchases made by customers
(Job role: - Worked as a Team Leader, Handling Team, Follow- up with candidates, motivating team members, stock handling provide training)

Experience 6 months with Flexsure as Team Leader (**Airtel**)
(Job role: - Working as a Team leader, Handling team, Follow-up candidates, maintain stock, motivate team provide training)

Experience 8 month's **Amazon pay** as a team leader
(Job role: - As a Team leader, Handling team, Follow-up candidates, maintain stock, Motivate team, provide working training)

Experience 8 Month's with Sanshil foundation for welfare As admin in CSR part in **Tech Mahindra** from-1st may 2022 to 8th Jan 2023

(job Role :- working as Admin , Handling whole activity's ,Fund Activity's, search new vendors , Maintain Data , Stock handling , motivate staff members , organize event's , bill's handling , Maintain Expenses , time management .)

EDUCATIONAL QUALIFICATIONS :

DEGREE/COURSE	BOARD/UNIVERSITY	COLLEGE/SCHOOL	YEAROF PASSING
PGDM	UPTU	Shri Shidhivinayk	2020
M.Com	MJPRU	Bareilly College Bareilly	2017
B.Com	MJPRU	Bareilly College Bareilly	2015
12 th	UP Board	Jainarain Inter college Bareilly	2012
10 th	UP Board	Jainarain Inter college Bareilly	2010

AREA OF INTEREST:

- Administration, Managing logistics, Marketing & Sales

OTHER QUALIFICATIONS:

- One year Computer Diploma from Nice College, Bareilly
- English Speaking course - American Institute of English Languages

Other activity

Participation in college fest and administering multiple activities

PERSONAL DETAILS

- Father's Name : Late Shri Gopal Sharma.
 - Present : Gurgaon sec.49
 - Marital status : Un Married.
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DECLARATION

The above information published is the best to my knowledge.

Date:

Place: Gurugram

(Mr. HARSHIT SHARMA)