

Aastha Sharma

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Profile Summary

An organised professional with proven guidance and counselling skills. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression.

Experience

Amazon.in (July 2017-August 2019)

Seller support executive

- As a Seller Support Executive at amazon.in, dealt with the sellers of different products that amazon.in offers and listening to the sellers queries and issues regarding orders, account management, payment etc to resolve them.
- Working at MNC like amazon.in, which is the nation-wide used online shopping portal, I get to experience the high-pressure quality working time.

GirnarSoft - CarDekho.com (March 2016- Feb 2017)

Dealer Coordinator

- Worked as a Dealer Coordinator at GirnarSoft, which has designed India's leading car search venture that helps users to buy cars as per their convince www.cardekho.com with the highly interactive medium using Java programming.

Ask me.com (October 2014- Feb 2016)

Customer relationship executive

- As a Customer Relationship Executive, my typical on-job duties included, Planning and delivering CRM strategies across the organization with a view to retain existing customers, increasing brand loyalty and expanding the company brand.

Academic Qualification

- 10th from CBSE board.
- 12th from CBSE board.
- B.tech fom JNIT, Jaipur.

Certifications

Digital Marketing from Google.

Social Media Marketing from Amity Future Academy.

Personal Skills

Ability to interact with people at all levels proficiently.

Good at time management.

Ability to express ideas clearly, persuasively, orally, and on paper

Ability to organize and delegate work.

Ability to think independently, organize ideas and take appropriate actions.

Interests

Well versed in the English language and love communicating with People from around the world.

Doing researches and documenting things is what I aspire to do.

Writing Articles, Extracts, Skits, and Blogging are my other interest.

Declaration

I, hereby declare that the above information provided in this document is genuine and true to the best of my knowledge and belief.

Date: 1/5/2020

Digital Acceptance

Signature

AASTHA SHARMA