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Kaustubh Sharma

Objective

To gain a challenging position in an environment where, I can best apply my skills and knowledge contributing towards organizational goals.

Academic Qualifications

- Pursuing Ph.D. from Shri Atal Bihari Vajpayi Govt. Arts and Commerce College, Indore.
- M.Phil from Shri Atal Bihari Vajpayi Govt. Arts and Commerce College, Indore.
- M.Com form SABV-GACC, DAVV Indore
- B.Com form SABV-GACC, DAVV Indore, 2012.
- XII from Shri Gujrati Samaj, Indore year 2009.
- X from Kendriya Vidyalaya No.2 School, Indore year 2007.

Computer Knowledge

Internet & MS Office - Word, Excel, Outlook, PowerPoint etc.	High
Social Promotional Sites – Twitter, FB, LinkedIn etc.	Medium

Work Experience

Organization VII	Govt. PG College, Guna
Designation	Guest Faculty
Job responsibilities	Teaching
Tenure	2year 10 Months

Organization VI	Sharma Enterprises
Designation	Trainer
Job responsibilities	Teaching
Tenure	2year

Organization V	JC Ventures
Designation	Counselor
Job responsibilities	Counseling
Tenure	10 Months

Organization IV	ASAP Infotech
Designation	Counselor
Job responsibilities	Counselling
Tenure	1Year 6 Months

Organization III	Teleperformance
Designation	Trainer
Job responsibilities	Training
Tenure	12 Months

Organization II	Lakshya Child Developing Center
Designation	Counselor
Job responsibilities	Counselling
Tenure	2Year 2 Months

Organization I	Little Wonder Convent School ICSE Board
Designation	Primary Teacher
Job responsibilities	Teaching
Tenure	1Year 8 Months

Roles and Responsibilities

- To work on leads (Map potential customers to convert lead into walk in and convert them into admissions)
- Kind of Queries generally attended - academic appeal, student orientations, probation, and various curriculum issues and concerns.
- Ensured that student inquiries received timely responses in coordination with other departments and staff members.
- Assisted students in making decisions regarding their educational and personal needs.
- Guided students to a sense of accountability for their own choices and their impact on their prospects for professional success.

- Motivated students to have a positive approach to studies and developed good rapport with students.
- Dealing with Corporate Training, sharing quotations and handling till delivery of training.
- Managing & maintaining complete account system.
- Meeting monthly targets by making strategy to have different students for various courses.

Key Strengths

- Highly organized, Systematic & a Dedicated Team Player capable of prioritizing tasks and competent enough to work with demanding deadlines.
- Identifying the prospects of SAP Training and Converting into sales.
- Extremely Goal Oriented, Confident, Innovative & easily adaptive to new situations.
- Sell SAP products by establishing contact and developing relationships with prospects; recommending right modules for their profile.
- Good Analytical Skills with result oriented outlook.
- Overall a multi-skilled achiever with exceptional competency in handling tasks best suited to challenging positions or projects that add up to professional growth.

Achievements

- Research Paper published in Govt. GDC College, Indore in 2023.
- Research Paper published in Naveen Shodhsansar in 2022.
- Research Paper published in Govt. Arts and Commerce College in 2019.
- Theater artist, done several plays at different stages in India.
- 2 times get Best performer in TaskUs Indore.
- 7 times get highest incentive in ASAP Infotech.
- Diploma in Human and Child Psychology.
- Best employee of the year in Teleperformance 2015.
- 4 times won 1st Price in Classical Music (Vocal).
- Best employee of the month in JC Ventures in September'18.
- Participated in National Drama Exhibition organized by Bharat Gyan Vigyan Samity, Nashik.

Personal details

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| • Strength | : Team Player, Reliable and Adaptable. |
| • Hobbies | : Singing, Travelling, Social Interaction. |
| • Father's Name | : Mr. Manoj Sharma |
| • Mother's Name | : Mrs. Shashi Sharma |
| • Date of Birth | : March 14, 1992 |
| • Address | : E-131-IV, Lavkush Awas Vihar, Sukhliya, Indore. 452010 |

Declaration

I hereby declare that the information and particulars mentioned above are true to the best of my knowledge and belief.

Kaustubh Sharma