



KUNJ SHARMA

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AVAILABILITY

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Timings	6pm-11pm	2pm-11pm + overnight	Full day	5pm-11pm	5pm-11pm +overnight	full day +overnight	full day

EDUCATION

HIGHER SECONDARY DIPLOMA (2 YEARS)

NARSEE MONJEE EDUCATIONAL TRUST, GUJARAT

ADVANCED DIGITAL MARKETING PROGRAM (4 MONTHS)

ASDM, GUJARAT

BACHELORS OF COMPUTER SCIENCE (3 YEARS)

LAURENTIAN UNIVERSITY, SUDBURY

EXPERIENCE

STORE REPRESENTATIVE (PART-TIME)

CHANDRA STUDIO, GUJARAT

Roles

- Manage cash, in the retail business i had manage every small and big cash entries including the online payments. Keep track of it and do the total at the end of the day and give it to the owner.
- Customer management, here in this business we were selling passport size photos and other photographic needs. I had to manage the customers and bill out them. Apart from new customers i had to also give the product to the receiving customers.

SOCIAL MEDIA MANAGER(WORK FROM HOME)

RED EYES MEDIA, GUJARAT

Roles

- Client work, it was a marketing agency they gave me projects (clients) every third week and i had to plan and crack a strategy to meet the needs of all the new clients.
- Planning, it was one of the major tasks in job because i had to plan an social media posting chart every week for every other client and meeting up to the mark was the bigger section.
- Customer relations, sometimes i could not make up to the client's requirements and many clients would get frustrated about it but as a working professional i was obliged to stay calm and handle them peacefully.

SKILLS

- Positive attitude, capable and willing to learn
- Determined, responsible, hardworking
- Time management and critical thinking
- Communication skills, with various language adaptability
- Handling and serving customers with patience and make them feel comfortable.

OTHER

LANGUAGES KNOWN:

- English
- Hindi
- Gujarati

OWN WEBSITE:

kunjsharma.com

OTHER SKILLS:

- Web Development
- Social Media Marketing
- Content Creating
- Graphic Designing