

ANUPAM SHARMA

Nationality: Indian

Address: Haryana, India

Phone number: +91-7982719205

E-mail: unq123si@gmail.com

Height: 158 cm

Weight: 50 kg

Age: 21

Work Experience:

Receptionist

Company: Zoma Engineers

- Greet company guests and answer their questions

- Provide an outstanding guests Experience

- Ensuring guest comfort
- Solving staff problems when challenges arise

HR and assistant (3 months internship)

Company: DYN News the Uncommon Sense

- Greet MD and CMD guests
- Maintaining staff salary details
- Handling new customer on the call

Education:

2017-2020: Indira Gandhi National Open University

2015-2016: Govt. Girls S.S.School (HBSE Board)

2013-2014: Panchsheel Vidya Niketan Public School (HBSE Board)

Others:

2018: First Aid Certificate, Haryana Red Cross

Languages:

Hindi- Mother tongue

English - Advanced

Hobbies

Reading Comics and Novels

Sketching on illustrator

Skills:

-Ability to work in a team

-Adaptability to new circumstances and environments

-Emphatic and positive at all times

INTEREST & STRENGTH

Reading Comics, Novel and sketching Illustration.

Always seeking for new opportunities.

Confidant and co-operative.

I am always dedicated to my work with honesty.

I like to interact with new people and working with team.

Skills

- Better Communication Skill
- Advance Excel/MS-PowerPoint/MS-Office/MS-word/Tally
- Social Media Marketing (intermediate)
- Adobe Illustrator/Photoshop

WORKSHOPS / SEMINAR / CERTIFICATION

1. TRAINING IN SELF-DEFENCE TECHNIQUES(CERTIFICATION)
2. INSTITUTE OF DRIVING & TRAFFIC RESEARCH(CERTIFICATION)
3. FIRST-AID(CERTIFICATION)
4. 3 Months English Training from JMD Institute
5. Scholarship in 11th class for good study performance
6. Sanskrit knowledge examination(FIRST PRIZE CERTIFICATION)

Work Experience

1. 6 MONTHS EXPERIENCE OF **DATA ENTRY (DADA INFOTICA, FARIDABAD)(JAN-JUN/2017)**
2. 3 MONTHS INTERNSHIP OF **EVENT MANAGEMENT/HR (DYN NEWS TODAY THE UNCOMMON SENSE, FARIDABAD DLF CENTRE)(SEP-DEC/2018)**
3. 3 MONTHS INTERNSHIP OF **HR (CA DINESH TEWATIYA, FARIDABAD)(AUG-NOV/2017)**
4. 8 MONTHS EXPERIENCE OF **ACCOUNTANT AND BD (ZOMA ENGINEERS, JASOLA APOLLO DLF TOWER A) (MAR-OCT/2019)**

5. ANUPAM SHARMA

NANGLA ENCLAVE PART-2 ,SUBHASH CHOWK ,N.I.T. FARIDABAD (HARYANA) INDIA PIN-121005

E-mail- unq123si@gmail.com

Education

| <i>Examination</i> | <i>Board/University</i> | <i>Stream</i> | <i>Year of Passing (%)</i> |
|---------------------------|---|------------------------|-----------------------------------|
| <i>HIGH SCHOOL</i> | <i>PANCHSHEEL VIDYA NIKETAN PUBLIC SCHOOL (HBSE BOARD)</i> | | <i>2014(74%)</i> |
| <i>12th</i> | <i>GOVT. GIRLS S.S.SCHOOL (HBSE BOARD)</i> | <i>COMMERCE</i> | <i>2016(76%)</i> |
| <i>Graduation</i> | <i>INDIRA GANDHI NATIONAL OPEN UNIVERSITY</i> | <i>B.COM</i> | <i>2020</i> |