

LOKESH SHARMA

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OBJECTIVE

Detail-oriented and proactive fresher with a strong foundation in business processes and organizational management, seeking an entry-level position in operations. Eager to contribute to efficient workflow management, process improvement, and cross-functional coordination in a dynamic and growth-driven environment. Committed to learning and enhancing operational strategies to support organizational goals.

EDUCATION

Bachelor of Computer Applications, ICFAI University, Jaipur

2022 - 2025

SKILLS

Technical Skills Python, RSCIT, MS Excel, MS Office.

Soft Skills Problem-Solving, Communication & Interpersonal Skills.

Others Project Management, Team Leadership & People Management.

PROJECTS

Multiuser web-based chatting app. Users will learn to communicate effectively using a multiuser web-based chatting app built with HTML, CSS, JavaScript, and WebSockets. They will master real-time messaging, group chat management, and user interactions. Additionally, they will develop skills in coordinating conversations, ensuring chat security, and using multimedia sharing to improve online collaboration.

EXTRA-CURRICULAR ACTIVITIES

- Participated in inter-college quiz competitions, enhancing logical thinking and team collaboration
- Volunteered in college placement cell, assisting in coordination and data entry tasks

LEADERSHIP

- Team Lead – Academic Project on Process Optimization:** Led a team of 4 to analyze and improve operational efficiency in a simulated business case using data-driven insights. Coordinated task allocation, managed deadlines, and presented findings that demonstrated a 15 Percent improvement in process flow.
- Event Coordinator – College Tech Fest** Managed logistics and coordinated with multiple departments to ensure the smooth execution of tech-based competitions. Demonstrated strong organizational and communication skills under pressure.
- Class Representative – Final Year** Acted as a bridge between faculty and students, resolving issues, organizing academic schedules, and leading feedback sessions to enhance class performance and collaboration.