

# Sanjay Sharma

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## Summary

Recent MBA graduate in Operations and Strategic Management, with expertise in project management and Analytics skills, seeking to work on an organization that provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of organization.

## Experience

### Advisor, Technical support

Concentrix, a Representative, Operations

Sep- 2023 – present (6 months)



### Account Manager

Midland Credit Management, an Encore Capital Group Company

Feb 2023 – Aug -2023 (6 months)



### Operations Team Member

Manvik Technologies

Jun 2022 - Aug 2022 (3 months)

I was working as a member of the operations team and learning new skills as well as upgrading. I was responsible for reviewing company data, building reports on these findings and recommending programs to improve the company's performance and improving policies, adjusting logistics



### Human Resources Executive

Chiranjivi business solutions opc pvt ltd

Jun 2022 - Jul 2022 (2 months)

As an HR intern at Chiranjivi Business Solution, I was responsible for posting new job openings on LinkedIn and collecting and shortlisting resumes to identify qualified candidates. During my internship, I gained experience in recruitment processes and software, communication skills, and the ability to work under pressure.



### Owner

Nature's Pride.

Aug 2017 - Jul 2021 (4 years)

I worked on agriculture with my family and learned how we grow crops in hilly area. Use to maintain the quality of farms, crops, and livestock by operating machinery and doing physical labour under the supervision of farmers, ranchers, and other.

## Education



### **GD Goenka University**

Master of Business Administration - MBA, Operations and IT with Business Research Analysis

Management

Jul 2021 - Oct 2023

Recently MBA graduate with Operations and IT with Business Research Analysis Management from GD Goenka University



### **Indira Gandhi National Open University**

b.com, Economics

Jan 2015 - Jan 2020



### **NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY (NIELIT)**

Introduction of ICT Resources, Computer Hardware Engineering

Jan 2014 - Jul 2014



### **NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY (NIELIT)**

IT Tools and business system, Information Technology

2014 - 2014

I have completed certificates course in IT Tools and business system

## Licenses & Certifications



**Fundamental of Digital Marketing** - GoogleDigitalGarage



**Advanced lean six Sigma Yellow Belt certificate** - The Council for Six Sigma

Certification (CSSC)

SG2023YB23604

## Skills

Online Marketing • Marketing • Marketing Management • Manufacturing Process Improvement • Inventory Management • IT Service Management • Project Management • Product Development • Analytical Skills • Microsoft Excel

