

Nagender Pal Sharma

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OBJECTIVE

To pursue a career in an organization that offers a challenging work environment, where my skills will be used to achieve organizational and personal goals.

EDUCATION

Maharashtra Institute Of Technology School Of Management (MITSOM)

BBA

Pune University

Crescent Public Sr. Sec. School (Banuri, H.P.)

12th

Himachal Pradesh Board Of School Education

Division- 2nd

Mount Carmel Convent School (Bajnath, H.P.)

10th

ICSE

WORK EXPERIENCE.

- 1) Process Executive at Sidhhmaa Technologies Private Limited
From 1st December,2012 Till 15th Feb,2013
- 2) Assistant Manager in The Four Fountains Spa and Jazzup Salon
form 20th September,2013 till 28th March,2016
- 3) Center Manager with Jazzup Salon from 29 March,2016 till 30th March, 2017
- 4) Center Manager for two branches with The Salon Mystique form
1st April 2017 till 30th May, 2017
- 5) Center Manager at Lakme Lever Pvt. Ltd. From 1st June, 2017 till
31st December, 2017
- 6) Center Manager at Four Fountains Spa and Nuayurveda Clinic
from 9th Feb,2018 Till 22nd April 2019.

LANGUAGES

English, Hindi, Punjabi and Phari

KEY WORK AREAS

- 1) Looking into Day to day work process
- 2) Client handling by realizing their needs and assisting them to fulfill
Their needs
- 3) Maintaining client relationship
- 4) Planning and scheduling staff according to clients need.

- 5) Distributing targets individually, daily, weekly and monthly.
- 6) Preparing weekly meeting sheets.
- 7) Filling daily business sheets
- 8) Planning marketing strategy to increase footfall.
- 9) Co-ordinating with clients through calls and emails in order to provide right service at right time.
- 10) Looking into clients feedback and readdress them.
- 11) Inventory management
- 12) Incentive calculation.

PERSONAL PROFILE

Date of Birth – 23 April, 1988

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.