

AKANSHA SHARMA

1/4303 Ram Nagar Shahdara Delhi-32 · 7303421208

Email- akanshisharmaa@gmail.com/akansha19sharma19@gmail.com

I am looking for an opportunity to utilize my skill and abilities. I would like to work in high Knowledge, Innovative and flexible environment.

EXPERIENCE

SALES EXECUTIVE,

Attending Calls & Deal with Client, Staff attendance, Leave Record & Salary Record

16-08-2019

UPLOADING TENDER, S.K. ENGINEERS

Upload Tender on Gov Site & Making Measurement according to complete work. attending client, E-mail, Making Purchase Order & Office management

SOCIAL MEDIA MARKETING INTERN, ACROPOLIS INFOTECH

Making Post for social media platform & Making Measurement according to complete work. Hiring intern for the company on other fields.

EDUCATION

10TH PASS FROM CBSE BOAD

12TH PASS FROM CBSE BOARD

B.A. PROGRAMME FROM D. U

French Basic Course from Alliance Francis

Stenographer Course

Computer Basic Course

Completed Digital Marketing Course

SKILLS

- Proficiency in Microsoft Office
- Work in M.S Window 2000, 2003, XP, 2007
- Digital Marketing
- SEO
- Tender Knowledge
- Handling Clients
- Managing Team
- Google Analytics

ACTIVITIES

Hardworking and Sincere with a Drive to deliver result in challenging parameters, having a strong desire to do well.

DECLARATION

I hereby declare that all the information furnished above is true to the best of my Knowledge and belief.

SIGNATURE

Akansha Sharma