

Muskan Sharma

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Objective

I aspire to be in an organization that provides me an opportunity to work in a challenging, team – oriented environment where I can apply my knowledge, creativity, innovative ideas, logic and at same time want to enhance my skills and increase my circle of concern.

Academic Qualification

- 10th class pass from Banasthali Vidyapith Tonk Rajasthan in 2019.
- 12th class pass from Banasthali Vidyapith Tonk Rajasthan in 2021.
- B. Com from Banasthali Vidyapith Tonk Rajasthan in 2024
- MBA pursuing from Banasthali Vidyapith Tonk Rajasthan.

Work Experience/ Internship

Organization – Maruti Suzuki India Limited

During – 20 – May – 2023 to 23 – June – 2023

Designation – Customer Relationship Manager (CRM), Insurance Executive

Roles and Responsibilities –

- Interact with customers & resolving the Queries.
- Providing insurance for the vehicle after their policy renews.
- Sending application to insurance company.
- Maintaining accurate record all interactions with customers.
- Providing technical assistance to customers as a when required.
- Taking customers appointment calls.
- Providing respectful answers to the queries sent via emails, phone calls, & other form of communication by the customers.
- Assisted the sales team in explaining insurance products and services to potential clients, leading to increased sales and customer conversion

Project

- Analysis of banking sector as an investment opportunity with special reference to bank of baroda and ICICI bank.

Skills

- Adaptability & Flexibility
- Team player
- Good communication
- Lead from front
- knowledge of problems
- Analytical capability

Hobby

- Classical Dancing (State level classical dancer)
- Playing Judo (State level player and green belt in Judo)

Certificates and Awards

- Certificate in RAJYA PURASKAR RANGER (2024)
- Diploma in MANIPURI DANCE with Distinction (2024)
- Certificate in RAJYA PURASKAR GUIDE (2020)
- Certificate of KYU grade (green belt) in Judo (2019)
- Under 17 / 19 state level Judo player (2018 – 19)

Personal details

- Mother's Name: Smt. Madhubala Sharma
- Father's Name: Shri Avinash Sharma
- Date of Birth: 20 – December – 2003
- Address: Madhu Bala Sharma E__112 Swapan Nilay apartment
Bilwa Tonk Road Jaipur by railway line PIN no. - 302022

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