

Sushama Sharma

E-Learning Manager

Hard-working professional with 6.5+ years of experience and a proven knowledge of market research, client relationship management, and creative service. Aiming to leverage my skills and experience into a E-Learning Manager role at your company.



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Ghaziabad

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WORK EXPERIENCE

E-Learning Manager

Sabakuch.com

12/2018 – Present

New Delhi, India

Achievements/Tasks

- Research, develop and organize training manuals, multimedia visuals aids, and other educational material. Evaluate training materials prepared by Subject Matter Experts, such as outlines, text or handouts.
- Keep up with developments in area of expertise by reading current journals, books, or magazine articles. Copy writing, SEO writing, Blog writing, video script writing, writing for social pages, PPT Presentation.
- Actively handling social media activity to engage audience across traditional and new media including SEO activity back linking, article posting, blog post, blog commenting, business listing.
- Collaborate with web, multimedia, or art design staffs to create multimedia web sites that conform to brand and company visual format.

Sr. Executive-PR-CRM

Rudra Real Estate Ltd.

11/2015 – 10/2016

New Delhi, India

Achievements/Tasks

- Coordinate all public relation activities. Consult with advertising agencies or staff to arrange promotional campaigns in all types of media for products, organizations, or individuals.
- Documentation preparation for Builder Buyer Agreement, bank loan, payment and receipt generate, possession paper. Inventory management, maintain client relation and grievances through mail, call and meetings.

Executice-PR-CRM

Morpheus Pro-Developer Ltd.

05/2013 – 11/2015

Noida, India

Achievements/Tasks

- Coordinate all public relation activities.
- Consult with advertising agencies or staff to arrange promotional campaigns in all types of media for products, organizations, or individuals.
- Documentation preparation for Builder Buyer Agreement, bank loan, payment and receipt generate, possession paper.
- Inventory management, maintain client relation and grievances through mail, call and meetings.

SKILLS

MS Word, Excel, Power Point

Research

SEO, Blog and Copy Writing

Editing

Marketing

Blog Posting and Article Submission

On-Page & Off-Page SEO

EDUCATION

Post Graduation Diploma in Audio Production Programme

IGNOU

07/2009 – 09/2012

Delhi, India

Post Graduation Diploma in Media and Journalism

IMII (ICFJ University)

06/2010 – 05/2011

Noida, India

Bachelor of Science

Vinoba Bhave University

04/2004 – 07/2008

Bokaro Steel City

Intermediate

Jharkhand Intermediate Education Council

04/2001 – 05/2003

Bokaro Steel City

10th Board

Jharkhand Secondary Examination Board

01/2000 – 03/2001

ACHIEVEMENTS

Won Bronze Medal (12/1998)

Represented Bihar state under category of 30 kg in 9th National Jeet Kune-Do Championship-1998. Organized and Issued by All India Jeet Kune-Do Federation and Modern Kalari Piyat, Dajramushti Federation of India

COURSES

Digital Marketing (07/2017 – 01/2018)

Digimanthan

Certificate in Financial Accounting (04/2008 – 08/2008)

Birsa Computer Saksharta Mission

- Create and maintain financial data in Tally 9.0