

# AKSHITA SHARMA

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## PROFESSIONAL SUMMARY

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Communications Specialist with experience in internal campaigns, leadership messaging, and creative content development across global professional services. Skilled in crafting end-to-end communications for strategic initiatives, leadership engagement, CSR storytelling, and virtual/hybrid event support. Proven ability to collaborate across teams and geographies to deliver seamless, audience-focused content. Keen interest in product storytelling and marketing strategy.

## CORE SKILLS

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|--|--------------------------------|
| • Internal & Leadership Communications | • Creative Content & Messaging |
| • Communication Campaign Planning      | • CSR & Culture Communication  |
| • Email & Newsletter Copywriting       | • SharePoint Publishing        |
| • Event Communication & Coordination   | • Cross-team Project Support   |
| • Stakeholder & Design Collaboration   | • Visual & Brand Storytelling  |

## WORK EXPERIENCE

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### At KPMG Delivery Network

#### Business Associate – Communications

##### Gurugram | Sep 2023 – Present

- Develop end-to-end communication assets for internal strategic programs, including teaser campaigns, FAQs, executive emails, and toolkits for global audiences
- Draft and manage copy for GDC and member firm communications, including monthly newsletters, CSR initiative write-ups, and internal campaigns
- Support firm-wide virtual events (e.g., all-hands meetings) by preparing email invites, content briefs, and post-event messaging
- Coordinate closely with internal designers and member firm contacts to ensure on-brand, error-free communication deliverables
- Lead content development for multiple KDN Audit events, including workshop invites, brochures, welcome decks, and leadership collateral
- Contribute to KDN Audit's employee engagement campaigns by drafting and editing internal technology communications

### At Fountainhead Solutions

#### Client Servicing Executive

##### New Delhi | Jul 2022 – Aug 2023

- Oversaw client engagement and delivery of communication projects, including editing, proofreading, and basic campaign strategy
- Supported visual storytelling, tone consistency, and project management in brand communications

### At Invincible Publishers

#### Editor

##### Gurugram | Dec 2019 – Dec 2020

- Edited books and digital assets; created review scripts for YouTube-based promotional content
- Ensured storytelling consistency and clarity across multiple author submissions

### At Internships & Freelance Work

#### Various Locations | 2018 – 2019

- Supported development communication campaigns at Casa NGO and contributed to brand storytelling for Conferro Heritae
- Freelanced as an academic and general content writer across diverse formats

## EDUCATION

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### Pondicherry University

Master of Mass Communication (Did not complete – exited after 3 semesters)  
2020 – 2021

### DIT University

Bachelor of Technology (B.Tech)  
2014 – 2018 | CGPA: 7.24/10