**CURRICULUM VITAE**

**HARSHA**

H.NO. 402AE Munirka Village

Near Budh Vihar JNU

New Delhi-110067

Contact No. 9560486758 Email:harsha.sheetal70@gmail.com  
   
**CAREER OBJECTIVE:**

To grow professional and personally in ever sphere of life and to demonstrate analytical and problem solving skills to deliver excellence.

**ACADEMIC QUALIFICATION:**

* H.SC. from CBSE Board, New Delhi.
* Sr. SC. from CBSE Board, New Delhi.
* B.COM from Delhi University.
* Pursuing MA in Economics.

**TECHNICAL QUALIFICATION:**

* Advance Diploma in Software Technology from NSIC.
* Typing skill 40 wpm with 98% accuracy.

**WORK EXPERIENCE:**

**1. KALRA IMPEX CUSTOM & CENTRAL EXCISE CONSULTANT**

Designation : Office Coordinator   
Duration : April 2014 to March 2016

**JOB DESCRIPTION:**

* To attend calls for solving any query related to dispatch and ensuring clients to be resolved at earliest.
* To communicate with clients at branch level and escalating their problems to head office for solutions.
* To provide email communication to the prospects as well existing clients as per their requirement.
* To maintain daily activity report in excel.

**2. TEAM TECHNOLOGY PVT LTD.**  
Designation : Office Assistant cum Computer Operator   
Duration : March 2013 to March 2014

**JOB DESCRIPTION:**

* To attend calls for resolving any query related to dispatch and ensuring clients that same to be resolved at earliest.
* To provide details as per the requirement via sending emails.
* To maintain daily activity report in excel.
* To ensure the supervisor for no pendency at the day end.
* Handling the unsatisfied clients.

**PERSONAL STRENGTH:**

* Affinities to learn improve.
* Hardworking, Dedicated, Sincere & Honest.

**PERSONAL DETAILS:**   
Father's Name : Mr. Shekhar   
Date of Birth : 29th May, 1990  
Marital Status : Single  
Gender : Female  
Nationality : Indian  
Religion : Hindu  
Language Known : English & Hindi 

Date:   
Place: New Delhi (Harsha)