VIVEK SHARMA

viveksharma90122@gmail.com | 9012285865 | Remount Depot Saharanpur, Uttar Pradesh

Objective

As a driven and ambitious professional with a Bachelor's degree in Computer Applications, I am eager to secure a challenging position in a forward-thinking organization where I can leverage my skills and expertise to drive growth and contribute to the company's success.

Education

MCA (Online) | 2025 | CHANDIGARH UNIVERSITY | MOHALI

BCA | 2023 | CGCTC, MOHALI

12TH (NON-MEDICAL) | 2020 | KLG PUBLIC SCHOOL, SAHARANPUR

10TH | 2018 | AIR FORCE SCHOOL, SAHARANPUR

Skills

- Analytical Thinking and Problem Solving
- Multitasking
- Workplace Relationship and Teamwork Skills
- Research and Project Management Skills
- Organizational Awareness
- Attention to Detail
- Interpersonal skills
- Communication skills
- Creative Writing

Computer Proficiency

- Basic knowledge of computer
- Programming in C Language, Python, Java
- Typing Proficiency
- Familiar with MS Excel, MS Word
- Data Analysis and Visualization
- Data Entry
- Data Analysts

Projects

- Project using C-Sharp language on One-to-One Chat Process.
- Project using Java Language on Student Report Card
- Project using Python on Bank Management System

Abilities

MANAGEMENT

It needs a tactical mindset that can calmly think through complicated situations and come up with a solution with as little time as possible. I've got great management skills.

COMMUNICATION

Building great communication with others has always been my priority. It bridges the gap between two different mindsets, opinions & perspectives and help us gain a different point of view.

Experience

Customer Service Associate | Teleperformance | 02/2023 – 03/2023

- Act as liaison, provide product/services information and resolve any emerging problems that our customer accounts might face with accuracy and efficiency.

- Responds to customer inquiries by understanding inquiry

- Reviewing previous inquiries and responses

Data Analyst | Adreno Technologies | 05/2023 – 06/2023

- Gathers, cleans, and studies data sets to help solve problems.

- Data Entry

- Update Bills to the Software

- Domain Knowledge

- Creating Data Visualization