

# RISHI SHARMA



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Guwahati, Assam, India

## ABOUT ME

An adaptable professional with experience in account management, research analysis, and data handling. Skilled in organizing information, managing client relations, and supporting decision-making through structured research and data insights.

With a strong academic foundation as a science student, I bring analytical thinking, precision, and problem-solving to every project. Involved in diverse assignments and collaborations, consistently delivering accurate, reliable, and well-organized results.

## EDUCATION

Don Bosco School, Jorhat

Montfort School, Guwahati

Problem Solver

Analytical Focus

## SKILL

Administrative Operations

Analytical Reasoning

Critical Thinking

Task Prioritization

Time Management

## ADMINISTRATIVE EXECUTIVE

## EXPERIENCE



### Operations Executive

Synapse Calyx | 2025

Managed client communication, project coordination, and delivery workflows. Ensured smooth operations by maintaining clear timelines, structured documentation, and consistent client satisfaction. Worked closely with design and development teams to align project goals with expected outcomes.



### Social Media & Community Manager

Independent | 2020 – 2024

Managed multiple social media accounts, content schedules, and digital handles for influencers and online personalities. Oversaw Discord servers and community spaces, maintaining engagement, moderation, and growth strategies. Ensured smooth communication, event organization, and consistent brand presence across platforms.

