

CURRICULUM VITAE

HEENA SHARMA

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OBJECTIVE

To get placement in an honored company where I can utilize my skills in the direction to satisfy company's expressions.

COMPUTER SKILLS

Operating Systems: Windows 10 Office Package: Microsoft Word, Excel.

WORKING EXPERIENCE

- **Currently working with Skill Circle as Branch Manager at (Laxmi Nagar)**
 - Promote as a Branch Manager on September 2024 at Present
 - Promote as a TL on July 2023
 - Join as a counselor on June 2022

- **1 Year Experience in Franklin Institute of Airhostess Training as an Administrator Counselor.**
- **2 Years'5 Months Experience in Fostiima Business School of Management as a senior education counselor.**

- **Experience in Skill Circle:**
 - Handling team of 9 counselors.
 - Talking care of their targets and availability.
 - Maintaining the floor décor, shrinkage, and attrition.
 - Ensuring the student 'training and demo classes.
 - Built relationship with the department heads in achieving operational goals.

- **Experience in Franklin Institute of Airhostess Training:**
 - Resolving student queries over the call and email.
 - Making students visit to their nearest Franklin`s nearest center.
 - Talking follow up with students to take admission.
 - Handling team and making sure to meet the target.
 - Taking care of the KRA`s and KPI`s.

➤ **Experience in Fostiima Business School of Management:**

- Resolving student queries over the call and email.
- Scheduling interview with Facility.
- Role out offer letters and making visibility for management.
- Taking care of admission from start to end.

➤ **EDUCATIONAL BACKGROUND**

- Bachelor of Arts from Delhi University
- 10th Passed from CBSE
- 12th Passed from CBSE

PERSONAL DETAILS:

Father's Name : Mr. Pankaj Kumar Sharma
Date of Birth : 20/Nov/2000
Married Status : Unmarried
Nationality : Indian
Language Known: English, Hindi
Religion : Hindu

STRENGTH

Hard work, Punctuality, Quick learner, Discipline

HOBBIES

Listening Music, Reading

Date:

Place: