

# KAVITA SHARMA

Mobile No: +91 7053111301

Email: kavitasharma051996@gmail.com

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## Career Objective

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I am a self-respecting hardworking girl, I have faced some unusual difficulties in my life which not everyone can do, from this I have learned to mold myself in unusual situations. I can work under pressure.

Ability to work in team, and achieve goals of the Organization.

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## Professional Experience

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### ❖ DATA OPERATOR IN HCO REAL STATE COMPANY KAROL BAGH - 1 YEAR (DEC 2017 TO 2018)

#### JOB DESCRIPTION AND WORK RESPONSIBILITIES :-

- Manage all documents of company .
- Mails all documents
- Back office work

### ❖ OFFICE ADMIN IN AMBITION LAW INSTITUTE MUKHERJEE NAGAR - 3 YEARS (2019 TO 2022)

#### JOB DESCRIPTION AND WORK RESPONSIBILITIES:-

- Administrative work.
  - Mails
  - Calls
  - Reception
  - Handle Inquiry
  - Counseling
  - Accounting work
  - Class Schedule
  - Prepare/send report
  - Coordination with teacher/student (online/offline)
  - Technical support
  - Handle online classes
  - Upload test/classes on app
  - Handle student portal
  - Handle admission portal
  - App operator trainer

## ❖ OFFICE ADMIN IN Maansarovar Law Centre GTB NAGAR -5 Months (June 2022 TO September 2022)

### JOB DESCRIPTION AND WORK RESPONSIBILITIES:.

- Administrative work.
  - Mails
  - Front Desk
  - Calls
  - Handle Inquiry
  - Counseling
  - Accounting work
  - Class Schedule
  - Prepare/send report
  - Coordination with teacher/student (online/offline)
  - Technical support
  - Handle online classes
  - Upload test/classes on app
  - Handle student portal
  - Handle admission portal
  - App operator trainer

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## Qualification

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- M.A Pursuing From IGNOU University 2021
- BLIS ( Bachelor Library Information Science ) From IGNOU 2019
- B.A Hindi (Honors) Form Sri Aurobindo College University of Delhi 2017
- XII CBSE Govt. School 2014
- X CBSE Govt. School 2012

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## Skills

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- Basic & Advance Computer Knowledge.
- Tally, Busy
- Data Entry Operator & Typing (English)
- Surfing Internet, Email, Online Tools & Google sheets

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## Strength

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- Exploring and learning new things in any possible way
- Meet and greet new people

## Personal Details

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Name: Kavita Sharma

Date of Birth: 06-01-1996

Gender: Female

Nationality: Indian

Marital Status: Unmarried

**Permanent Address:** A-4 / H-18 West Karawal Nagar, Bhajan pura.

I hereby state that all the information mentioned above is true to the best of my knowledge and I assure you that I shall prove diligent and honest in the execution of duties entrusted to me,

A chance given to me will definitely satisfy your selection.

Date: .....

