

NISHANT SHARMA

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PERSONAL INFORMATION

DATE OF BIRTH -30TH JULY 1993
AGE - 26 YEARS
GENDER - MALE
MARITAL STATUS - UNMARRIED
LANGUAGE PROFICIENCY - ENGLISH, PUNJABI, HINDI
ADDRESS -H.NO: 1182, Urban Estate Phase 2,
Jalandhar-144022.

CAREER OBJECTIVE

To gain experience in the field of education and also utilize my skills, in order to increase productivity of organization and individual growth.

EDUCATION QUALIFICATION:

QUALIFICATION	INSTITUTION	UNIVERSITY/BOARD	YEAR OF PASSING	PERCENTAGE / CGPA
MASTERS IN ARTS (ECONOMICS)	LOVELY PROFESSIONAL UNIVERSITY (DISTANCE EDUCATION)	LOVELY PROFESSIONAL UNIVERSITY	2017	57%
BACEHLOR OF COMMERCE	LYALLPUR KHALSA COLLEGE,JALANDHAR	GURU NANAK DEV UNIVERSITY	2015	52%
HGHER SECONDARY WITH COMMERCE	SHIVALIK HILLS PUBLIC SCHOOL,JALANDHAR	PUNJAB SCHOOL EDUCATION BOARD	2012	59.3%
MATRICULATION	SETH HUKAM CHAND S.D. PUBLIC SCHOOL,JALANDHAR	CENTRAL BOARD OF SECONDARY EDUCATION	2010	6.6CGPA

Work experience:-

Worked in Lovely Academy (An IIT-JEE, NEET Institute in Jalandhar, Punjab) as a Marketing Executive for 8 months.

Responsibilities as a Marketing Executive:-

1. To organize and execute School Programs, Workshops, Scholarships Tests and Seminars etc.
2. Promotion of Lovely Academy Brand through activities such as Events, Road Shows and School Collaborations etc.
3. To handle Digital Marketing presence of Lovely Academy on Social Media.
4. Creating New and engaging presentations for school programs and seminars etc.

Worked in an International BPO as a customer care executive for 9 Months.

Responsibilities as a Customer Care Executive:-

1. Attract potential customers by answering product and service questions; suggesting information about other products and services
2. Managing incoming calls and customer service inquiries
3. Generating sales leads that develop into new customers
4. Identifying and assessing customers' needs to achieve satisfaction.

Worked in in CT Group of Institutions as an Office Executive for 5 Months.

Responsibilities as an Office Executive:-

1. Handling internal departmental discrepancies.
2. Assistance to the Principal in its co-ordination with the faculty and other staff.
3. Handling inventory stock of Civil/ Infrastructural items.
4. Maintaining and Handling Post-Matriculation Scholarship Scheme Formalities

COMPUTER LITERACY:

Microsoft Office, Adobe Illustrator, Photoshop, Premiere Pro (Video Editing)
Proficient in English, Punjabi Typing.

SKILLS:-

1. Good public speaker and know how to explain difficult topics in simpler language.
2. Knowledge and Skills for creating new and engaging presentations on Study Skills, Productivity and many other fields.
3. Know-how of Video editing and creating new illustrations for digital Advertisement campaign.
4. Proficient in economic concepts specialization in Behavioral Economics and Managerial Economics.

Best Regards
Nishant Sharma

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