

Rupali Sharma

548/127,Surya nagar Manak Nagar, Lucknow (U.P.)

Mob No:-6393301409 E-mail:-ritusharma4505@gmail.com

Objective:

To achieve heights through new challenges in a progressive organization that offers opportunities to utilize my creativity & commitment to perform work.

Academic Profile

Qualification **High School**
Year of Passing 2010

Qualification **Intermediate**
Year of Passing 2012

Qualification **Bachelor of Commerce (B.Com)**
Year of Passing 2015
University **Lucknow University .**

Qualification **MBA (HR & Marketing)**
University **Babu Banarasi Das University (BBDU) Lucknow, 2017**

Training

Summer Training completed from **KRIBHCO REGIONAL OFFICE AT LUCKNOW** on the subject **TECHNIQUES OF EMPLOYEE MOTIVATION.**

Computer Skill Set

Operating System : Windows Xp Professional/Windows 7/windows 8
Packages : MS Office 2003,2007

Organizational Experience.

1. Mahindra head office in operational department

Key Results Areas

- HR assistant
- Time management
- Work on company schedule software systems.

Responsibilities and duties

- Handled 50+ calls daily and covered all areas of responsibility daily.
- Administration work in a 3 person team.
- To determine the values and plan for short-term goal and long term goals.

Achievement

Work with senior authority .

Organizational experience

2. One year Counsellor at lyrics academy of music

Key results areas

- Attending the enquiries inform the organisation offering courses.
- Customer support role
- HR support role.

Responsibilities and duties

- Converting enquiries into admission .
- Giving information on calls and mails
- Hiring the teachers and prepare monthly salary sheet

Achievement

I took an additional duties of an another administrator work colleagues staff who was off sick for three days.

Extra Curricular Activities

- Event organizer in school and college annual day functions and other events.
- Participated in dance event in Aarohan held at state level
- Attended Seminar and honored to ex Chief Minister(Akhilesh Yadav).

Personal Strengths

- Commitment in team work
- Good organizational skills
- Good interpersonal communication

Hobbies

- Meeting with new people
- Singing

Linguistic Proficiency

- Hindi
- English.

Personal Information

Father's name : Mr. Ashok kumar sharma
Date of Birth : 29/03/1997
Gender : Female
Marital Status : Single
Nationality : Indian
Address : 548/127,Surya Nagar Manak Nagar
, Lucknow U.P.

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Date:

Place:

(Rupali sharma)