| Shiv Sunder Sharma | | | | | | |
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| D 388/86 bharat vihar Dwarka | | kshivisharma606@gmail.com | | | New delhi India | |
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| Objective | High motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adapt at working effectively unsupervised and quick mastering new skills. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry level opportunities to expand skills while facilitating company growth. | | | | |
| Higher Education | Sol delhi university new delhi  Bachelor of arts | | | | |
| Key Skills | Data entry  Content writing  Copy writing | | Word processing  Translation  Document preparation | | |
| Experience **Company** | Done several project as freelancer for many companies some of them are overseas companies.    Okta limited company ,Publishing push ,Accenture Ltd and many more companies like this . | | | | |
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| Languages: English,Hindi | | Communicate fluently and Understand frequently | | Good in my job and love my work. | |
| Speciality | Implemented new procedures and technologies that improved efficiency and streamlined operations. | | | | |
| Leadership | Successfully led a team to exceed sales goals while maintaining excellent customer satisfaction scores. | | | | |
| Acknowledge | I certify that the information provided in this resume is true and accurate. | | | | |