



# GAURI SHARMA

## About Me

As a Management Student, I have developed strong leadership skills, and a keen understanding of business principles. Through coursework and internships, I have gained experience in team collaboration, Strategic Planning and Project Management. I am dedicated to learn more and I am excited to apply my skills and knowledge in a professional setting.

## My Contact

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## Certificates/Courses

- Microsoft Excel - Udemy
- Six Sigma White Belt - CSSC
- Google Analytics - IIDE
- English Grooming Classes - Ludifu
- Gender Justice at Workplace Security - NPTEL
- Design Thinking - NPTEL
- Korean Language Beginner level - KCCI

## Soft Skill

- Creative Thinking
- Opportunity Seeker
- Communication
- Team Building
- Adaptability

## Hard Skill

- Excel and Spreadsheet
- Java - Beginner Level
- SQL - Intermediate Level
- Korean Language
- MS Word, Powerpoint

## Education Background

### ASN Sr. Sec. School, Delhi (Nursery to Class 12th)

2004 - 2020

10th Class CBSE Board - 77%

12th Class CBSE Board - 82%

### Delhi Metropolitan Education, IP University

2020 - 2023

Bachelors in Business Administration

Result - 89.9% (6th rank in college)

## Job Experience

### Jeen Edtech Pvt.ltd - Sales and Operations

Aug 16th 2023 - Till Date, 2024

Key responsibilities:

- Working as an Education Counselor for Mangalayatan University Online
- 80-100 calls per day are made
- Excel reports on the students data are created
- Creating social media banners to create awareness for the Online education.
- Courses offered are both IT and Non IT
- Working with team
- Collaborated with College Vidya for promotions

## Internship Experience

### TRIEDGE Solution Pvt. Ltd - Human Resource Intern

May 23rd - July 23rd, 2022

Key responsibilities:

- picking resumes that match the profile after screening
- 30-45 calls per day were made
- Excel reports on the aforementioned data were created, and the HR Head was informed of the observations.
- Creating LinkedIn job postings for various job opportunities in various businesses.
- Recruiting applicants for both IT and non-IT positions.
- The candidates' registration is on the company website.

### Country Holidays Inn Suites. - Human Resource Intern

March 3 - April 3rd, 2022

Key responsibilities:

- Creating job posts on LinkedIn
- Hiring Human Resource and Social media marketing interns
- Screening resumes and sorting whether they are fit for the job or not.
- Taking telephonic interviews, keeping a record of candidates in Excel sheet
- Promoted to Team Leader - Leading a team of interns and assigned tasks to them

### IIDE - Digital Marketing Intern

July 5th - July 30th, 2021

Key responsibilities:

- Writing SEO blogs that engage the reader and rank well in search engines
- Attended workshops on Quora Marketing and Google Analytics
- Doing everyday tasks before the deadline and reporting to the team lead.
- Working in a team and creating a social media campaign for American Tourister.

## Achievements

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- Azadi Diwas quiz Competition(4th position) Amazon Voucher 500/-
- National Level Marketing Competition "Sell it your way" -ADGITM College
- Cyber Security Quiz (3rd Position) - DME
- Debate Competition (War of words)- DME

## Societies/Clubs

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### **Tatva- Eco Club**

Donation drives, Plantation drives, Converting wastes to use, working with team members, organize environment event

### **Research Cell**

Attended World Sustainable Development Summit 2023- 3 days and wrote research paper published in DME Newsletter