



SUSHANT SHARMA

Branch Office Administrator,
Sales, Insurance & Administration Cell

CONTACT

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India, Kangra At Palampur, Village Utrehar Post Office Rumehar-Bhawarna Teh. Palampur Distt Kangra (H.P) North Zone India

EDUCATION

- 10TH Passed from HPBOSE D/SHALA
- 12 TH PASSED FROM HPBOSE D/SHALA
- DIPLOMA IN CIVIL Engineering HP TECH BOARD DARI D/SHALA
- DIPLOMA IN COMPUTER APPLICATION (DCA)

LINKS

Facebook, Insta, Social Media, Portfolios, Snap chat

PROFESSIONAL SUMMARY

- Looking a job in a challenging and innovative environment with my abilities seeking for an opportunity to utilize my knowledge technical skills and abilities in the industry so as to be Part of latest development which will allow me to pursue a technically skills, and challenging career track and to achieve challenges stretch my capabilities resulting in personal satisfaction growth and enhancing my skills to fulfill the Organization Goal.

EXPERIENCE

- six years Experience Sales, Insurance Finance, & Recovery Admin.
- Hero Motor Crop Ltd (Automobile Sector) Baldev Raj & Sons Palampur
- Job Profile; Sales Consulant in Yamaha Motor Pvt Ltd Branch Thakurdwara
- INTERNATIONAL Experience: Glo Tech PVT LTD SRILANKA (CMB)

SKILLS

Microsoft Office Suite	★★★★★
Communication Skills	★★★★★
Organizational Skills	★★★★★
Data Entry	★★★★★
Customer Service	★★★★★
Attention to Detail	★★★★★
Accounting/Bookkeeping	★★★★★
Financial Reporting	★★★★★
Administrative Assistance	★★★★★
Time Management	★★★★★
Project Management	★★★★★
Problem Solving	★★★★★


STRENGTHS :-

1. Unique Ability to learn new technology with in a short notice and can provide results.
- 2.

HOBBIES

- Reading
- Traveling
- Photography
- Drawing
- Swimming

AWARDS

 Best Achiever sales individual
business development Yamaha Pvt
Ltd

LANGUAGES

- Hindi English

PERSONAL INFO

- Date of birth: 22 April 1991
- Place of birth: Bhawarna
- Nationality: Indian
- Driving licence: HP-3720130037873

Responsibility and reliability to work in and an understanding of team environment.

3. Honesty , Integrity and personal Ethics with a Continual desire to learn

COMPUTER SKILLS :-

1. Microsoft Word Excel , Power Paint .
2. Adobe Photoshop
3. Data Entry

COURSES

Diploma in computer Application 2021
ICTO Hamirpur

INTERNSHIPS

Himachal pradesh public works Department (Bhawarna)

DECLARATION :-

I Sushant Sharma here by declare that all the information submitted by me in the application form is correct , true and vaild , i will present the supporting document as and when required .

DATE :-

SIGNATURE