

BABITA SHARMA



U-18/42, U block ,Dlf phase 3 Gurgaon
122010

📞 6377149204

@ babitatpk@gmail.com

🚀 Skills

Effective Communication

Leadership Qualities

Active Listening

Computer Literacy

Research and Analytical

Buisness and Management

♥ Interests

Photoshop

Surfing through internet

Participating in Social activities

🗣 Languages

Read - English & Hindi Write - English
& Hindi

🎯 Objective

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

📁 Working Experience

- **Anveya living Pvt. Ltd.** 01/2024 -
Online Reputation management
Gentrated all sales clientele. Posting positive online reviews for businesses, while petitioning the negative reviews for removal. Thus increase their (products) star rating while generating a higher online presence.
- **Frankfinn Aviation Services(p) Ltd** 09/2022 -
Admission Counsellor 06/2023
Deal with students via email, chats and calls and guide them regarding their career path and help them to choose the course according to their skills, qualification and ability.
- **Kochar Infotech Ltd.** 02/2021 -
Customer Support Associate 08/2022
Deals with Customers via calls and provide them resolution to their queries related to Samsung products offered by Samsung and met the target of 75% customer satisfaction.

🎓 Education

- **Rajasthan technical University** 2015-2019
B.tech (Computer & Science)

🏆 Projects

- **Udaan, promoting Frankfinn education programs**
Possesses wide network of high school and university educators and expertise in promoting institute programs to prospective applicants at events and on campus. Adapted at building long lasting rapport with students and parents.

🏅 Achievements & Awards

- Winner of 'Gillette Guard Safalta apni mutthi me'. 2nd Rank in Technical Event.