

KIRTI SHARMA

PROFILE

As a dynamic and results-oriented professional with a passion for driving business growth and operational excellence. I bring a unique blend of sales acumen, strategic thinking, and data-driven decision-making to the table. With a proven track record of delivering measurable results, I thrive in fast-paced environments where innovation and collaboration are paramount.

PROFESSIONAL EXPERIENCE

Business Operations Specialist

- Played a pivotal role in optimizing business operations, resulting in increase in efficiency.
- Developed and maintained robust data management systems, ensuring accuracy, security, and compliance with regulatory standards.
- Acted as a liaison between departments, resolving issues and facilitating effective communication to ensure seamless operations.

Business Development Executive

- Cultivated and maintained strong relationships with clients, partners, and industry stakeholders, resulting in increase in repeat business and referrals.
- Negotiated favorable contracts and pricing agreements with clients, optimizing profitability and ensuring long-term partnerships.
- Mentored and coached junior team members, contributing to their professional development and success within the organization.

Front Office Manager

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

CONTACT

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EDUCATION

Bachelor of Business Administration

Quantum University | 2018 - 2021

Higher Secondary Certificate.

Delhi Public School | 2017 - 2018

Secondary School Certificate

Delhi Public School | 2015 - 2016

SKILLS

- Strong problem-solving skills to identify issues, analyze root causes, and implement effective solutions to improve operational efficiency and effectiveness.
- Exceptional communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to lead and motivate teams to achieve operational excellence, providing direction, guidance, and support as needed.

COURSES

- Foundation of Excel: Mastering Spreadsheets.
- Fundamentals of Management.
- Business Etiquette and Professionalism.
- Emotional Intelligence in the Workplace.