



ANURAG SHARMA

CONTACT

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Sainkheda, Gadarwara
487661

EDUCATION

2013 (10Th) Mp Board
RESULT : 61.5%

2015 (12Th) Mp Board
RESULT : 51.4%

2018 - 2022
MAHARISHI MAHESH YOGI
VEDIC VISHWAVIDYALAYA
• Bachelor Of Commerce

2021 - 2022
• PGDCA
RESULT : 72.50%

PROFILE

A task-driven professional with substantial experience in data entry, customer service, office management, and reception duties. communication and interpersonal skills to interact with diverse individuals and groups at all organizational levels. Possesses unparalleled ability to perform accurate and efficient entry of data into administrative software.

WORK EXPERIENCE

- Navbharat Fertilizer 2022-2023
Sales Marketing
 - Develop and execute comprehensive marketing strategies and campaigns that align with the company's goals and objectives.
 - Lead, mentor, and manage a high-performing marketing team, fostering a collaborative and results-driven work environment.
 - Monitor brand consistency across marketing channels and materials.
- Computer Operator 2023
 - Create notes of tasks, files, and progress
 - Obtain further information for documents that are deemed incomplete
 - Daily reports and sheets of data
 - Transfer data from paper formats to computer files or database systems utilizing keyboards, data recorders, or optical scanners.

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication