

MANSI SHARMA

Contact

Address

Ram Nagar, Near Shimla Pahari
Road,
Hoshiarpur, Punjab (146001)

Phone

(+91) 7814337141

Email

msharma050826@gmail.com

Skills

- Communication
- Management
- Leadership
- Decision Making
- Goal-Oriented

Languages

- English
- Hindi
- Punjabi

Hobbies

- Reading
- Singing
- Traveling

Summary

Date Of Birth : 26th July 1998

Marital status : Unmarried

Nationality : Indian

Father's Name : Vinay Sharma

Career Objective :

Give best to achieve every goal in my life with passion and Planning to bring changes in the organization with professional approach.

Qualification :

- Matriculation from CBSE in 2014.
- Senior Secondary (non-medical) from PSEB in 2016.
- BSC (non-Medical) from Punjab University, Chandigarh in 2019.

Additional Qualification:

Basic computer working skills with knowledge of Microsoft Office.

Experience :

4 years' experience at Make Mi Future (M2f Overseas)

As Front Desk Officer cum telecaller from January 2021 to December 2021

As an Academic Counsellor cum telecaller from January 2022 to January 2023

As visa counsellor cum senior telecaller from February 2023 to January 2025.

Job Duties:

Provided information about services.

Handled customers queries and resolve issues.

Managed records properly

Achievements:

Got employee of the year award for 2021.

Declaration :

I hereby declare that all the information as provided above is true to the best of my knowledge.

Place : Hoshiarpur

