

SHUBHAM SHARMA

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

Intellicon Pvt Ltd

15\05\2017 - 04\10\2017

Management Trainee-Sales

Visiting various prospects for the purpose of identifying customer needs

Preparing customer related presentations

Working with the back end team to see the progress of the commitment

Ramprastha Promoters and Developers Pvt Ltd

28\12\2017 - 30\09\2019

Sales Officer

Handling customer related grievances

Collecting payments from the customers

Co-ordinating with Site Head to ensure completion of flats in a timely manner

Giving possession of flats to the customers

Kotak Mahindra Bank Ltd

19\12\2019 - 16\10\2020

Deputy Manager - Corporate Salary Team

Visiting different companies in order to open salaried bank account of employees working back there

Pitching different types of insurance plans and other products to prospects

Acting as a relationship manager to customers by addressing their enquiries

Alok Industries Ltd

07\11\2020 - Till date

Senior Human Resource Officer

Preparing monthly MIS reports

Addressing administration related issues such as vehicle management, guest management and statutory compliances

Pre-screening and scheduling interviews of potential candidates

On boarding of new hirings and introducing them with the company culture

Education

C.B.S.E Board

2010

S.S.C

58.9%



C.B.S.E Board

2012

H.S.C

77.6%



Pune University

2015

B.COM

61.33%



Balaji Institute of Telecom and Management

2017

MBA\PGDM

61%



Skills



MIS reporting



Customer Handling



Data Management



Team Player



Tools



Microsoft Office

SAP