

## CAREER OBJECTIVE

To enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment.

## SKILLS

Master In Microsoft

good knowledge of computer and MS Office, advance excel, power Bi

Excellent Communication Skill

maintaining decorum of the environmental and dynamic in nature

Negotiation And Clients Handling

Having a wide range of economical and multitasking skills,

Smart Working

Handing the Clients and management and Assets with smart planning, always for casting the future possibilities.

## EXPERIENCE

### **Surveyor**

Kalptaru Power Transmission Limited

Aug 2018 to May 2019

I am working on the post of Civil Surveyor who taking the geographical land survey for the for construction.

### **Murse(Internship)**

Charakpalika Hospital

May 2019 to Aug 2019

I am working as a murse in the hospitals and assisting the doctors and provide other responsibilities as nurse stitching patient care and maintaining records.

## Hr Coordinator

Larsen And Tubro PVT LTD

Aug 2019 to Aug 2022

I Am Working On the Post of Senior coordinator As a Supervisor in HR And Handling The whole site and monitoring the salaries stocks and management of the location where I use to maintain the availability of materials where the purchases as well as sale of scraps and office equipments, acquire the candidate from naukri. Com, shine, LinkedIn and coordinate with the HR. I have taking all the job responsibilities of stocking and supply.

## Senior Chat Executive

CONVERGIES CONCENTRIX PVT LTD

Sep 2022 to Feb 2024

I am handling Sales over the chat and calls managing the data, also work as Fintech assistance carry out the disputes and managing members profile for neo bank in US, resolving the query profiling. Also work in tech support for Alexa, assisting the owners accounts managing profile, and troubleshoot with the Echo devices

## EDUCATION

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
10	Sarvodya Bal Vidhyalay No. 2	CBSE	7.2 CGPA	2015
12	Sarvodya Bal Vidhyalay No 2	CBSE	68%	2017
Surveyor	Industrial Training Institute	DTDC	84%	2018
B. Com	School Of Open Learnig	University Of Delhi	56%	2021

## PERSONAL DETAILS

<b>Address</b>	F-23A, Janta Flat, Tilak Nagar
<b>Date of Birth</b>	10/02/2000
<b>Gender</b>	Male
<b>Nationality</b>	India
<b>Marital Status</b>	Unmarried

## DECLARATION

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

Vishnu Sharma