

Naveen Kumar Sharma

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OBJECTIVE :

To prove myself as a quick learner and highly energetic person to face any challenge and to build up my carrier in such organization in any sector where the contribution will be acknowledged.

PROFILE SUMMARY :

- Self-driven, optimistic, motivated, communication & interpersonal skills.
- Worked in diverse, complex and competitive environment.
- Problem solving and management skills driving results and behaviors.

ORGANIZATIONAL EXPERIENCE :

May,19 to Nov,20 (Full time in Carpet Palace, JAIPUR as a Assistant Accountant .)

Dec,20 to Present (Full time in Mothers Education Hub, JAIPUR as a Counsellor .)

Key Result Areas :

- Resolve customer complaints via phone, email or in person.
- Assisting students to choose right course for their career.
- Guided students in determining their interests and abilities.
- Collaborated with faculty, staff and other student services divisions to help achieve university-wide goals and contribute to its long-range planning.
- Helped students craft a long-term plan for reaching their career objectives

ACADEMIC DETAILS :

- B.Com from Saint Wilfred's College, Mansarovar, Jaipur. (2019).
- Xth from Vidhya Bharti Public School ,Ajeetgarh,Sikar . RBSE (2012).
- XIIth from Vidhya Bharti Public School ,Ajeetgarh,Sikar. RBSE (2014).

ADDITIONAL QUALIFICATIONS & CERTIFICATIONS DETAILS :

- RS-CIT certified by VMOU, Kota.
- Basic knowledge of Computer & MS Office.

HOBBIES :

- Listening Music.
- Playing Ludo, Badminton.

PERSONAL DETAILS :

Date of Birth : 10th December 1997
Languages : English & Hindi
Mailing Address : P.No.90,Shrirampuri Colony,Niwaru Road,Jhotawara,Jaipur(Raj) 302012