# VIJETA SHARMA

vijetasharma1701@gmail.com

Mobile: **+91 7056814089**

Gurgaon, haryana

**CAREER OBJECTIVE**

To work sincerely in challenging and competitive environment so as to make a meaningful contribution in terms of value addition to the organization, society and myself.

**PROFESSIONAL & EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Month/Year** | **Score** | **Remarks** |
| MBA( HR & FINANCE) | 2018 | 67% | 2nd position in class |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Month/Year** | **University/Board** | **Score** | **Remarks** |
| B.Com | March, 2016 | MDU, ROTHAK | 66.67% |  |
| 12th | March, 2013 | HBSE | 83% |  |
| 10th | March, 2011 | HBSE | 8.60 GPA |  |

**WORK EXPERIENCE**

*I have been working as sales executive with* ***Signature global (gurgaon)*** *since nov ,2018.*

# Key Responsibilities Area:

.

* Leading the team, managing resources & tasks allocated to team.
* Supporting team in convincing clients, follow up & chase.
* Analysis customer’s requirements, arranging meeting with them and providing them solutions as per there needs .
* Understanding the clients and provide business developments techniques.
* Creating database of existing and new clients adhering to quality standards and processes.
* Providing weekly report to sales manager & sales head.

|  |
| --- |
| **Previous experience** |

 *Worked as an HR recruiter in* ***Lnr management consulting (6 months)***

 **Key Responsibilities Area:**

* Understanding client’s requirements.
* Sourcing potential candidates through naukri portal, internal database, linked-in, and other mediums.
* Conducting first round of telephonic interviews.
* Coordinating with respective hiring manager and scheduling shortlisted candidates for F2F interview with them.
* Follow-up until joining.

**INTERNSHIP UNITECH (JUNE, 2017)**

**Key Clienteles & Areas:**

* Update internal databases with new employee information, including contact details and employment form.
* Power point presentations on various topics with HR team.
* Developing induction programs with HR team for new recruits.
* Arranging welfare programs, employee engagement activity.

**ACHIEVEMENTS/AWARDS**

* Appraised as Exceeds expectation throughout professional career from team leaders and clients.
* Awarded by Management department for **Presentation & Communication Skills.**
* Professional Content Writer.

**COMPUTER PROFICIENCY**

* Well conversant with MS office ( MS Excel, MS word, MS Power point)

**PERSONAL INFORMATION**

**Date of Birth:** 18th of jan,1996

**Marital Status:** Unmarried **Languages:** Hindi & English

**Hobbies:** dancing and Playing Sports