**MONIKA SHARMA**



**Address:**

**C-772 First Avenue Gaur City 1,**

**Noida Extension, Sector 4,**

**Greater Noida201318**

**+919022722194**

**E-mail: mannsharma2709@gmail.com**

**CAREER OBJECTIVE**

1. A Challenging job with adequate opportunities to grow and contribute to my full

potential.

1. To improve performance levels and excel in assigned jobs in line with the organizational growth.

**WORK EXPERIENCE**

1. **EA to Managing Director**

**JHOPDI.COM – Noida**

December 2022 till Date

**JOB RESPONSIBILITIES**

1. Email Management.
2. High Profile clientele Interaction and meeting(s).
3. Administrative Supervision.
4. Lead posting and generation.
5. Site Visits and Sales.
6. **Administrative Officer**

**Travographer - Gurgaon, Haryana**

October 2018 to November 2022

**JOB RESPONSIBILITIES**

1. Team Handling
2. Search for freelancer all over India
3. Recruiting new talent at times
4. Arranging travel shoots in any location in India.
5. Arranging property photo shoots (Hotel) for different channels (GOIBIBO, OYO etc.)
6. **Office Incharge**

**Satyam Enterprises ( A Real Estate Agency)**

June 2014 till March 2015.

**JOB RESPONSIBILITIES**

1. Handling all administrative activities.
2. Official communication to the prospective buyers.
3. Recruitment of the sales force.
4. Follow ups and lead generation.
5. **Head**

**Franchise Centre (Dots ‘n’ Tots)**

April 2015 to October 2015

**JOB RESPONSIBILITIES**

1. Responsible for the complete administration of the Franchise Centre.

2. Handling and driving new admission (s)

3. Organizing various events like Independence Day, Sports day, Diwali celebrations etc.

4. Vendor Management.

5. Parents interaction.

6. Parents Grievance Handling.

7. Assigning responsibilities.

1. **Executive to regional collection manager**

**ICICI Bank Ltd.**

May 2004 to June 2006

**JOB RESPONSIBILITIES**

1. Handling the dealer network.

2. Preparing complete MIS for UP west and east.

3. Preparing collection reports.

4. Bills follow ups and coordination with agencies.

5. Preparing delinquency.

6. Managing customer care.

7. Handling the team of collection executives.

8. Tele calling.

1. **Manager Brand Shop**

**Samsung Electronics Pvt Ltd**

January 2002 to March 2004

**JOB RESPONSIBILITIES**

1. Preparing reports and returns for after sales services.

2. Preparing customer satisfaction level reports.

3. Coordinating the delivery and movement of sold goods.

4. Managing Consumer Complaints Resolution.

1. **Worked with TITAN Brand shop as Computer Operator for six (06) months.**
2. **Worked as Project Intern with NIIT.**

**PROFESSIONAL QUALIFICTAION**

1. Diploma in MIT (Masters in Information Technology) from MAHE (Manipal Academy of Higher

Education).

2.     Honors Diploma in Computers through NIIT, Lucknow.

3.       Quality Management Course through NIIT.

**SOFTWARE PROFILE**

OPERATING ENVIRONMENT : WINDOWS95-98, DOS,UNIX,NOVEL NETWARE (LAN OS)

PACKAGE : MS OFFICE-97(MS WORD,MS ACCESS, MS

EXCEL, MS POWER POINT)

LANGUAGE : C++, HTML, JAVA

MICROSOFT TECHNOLOGY : VISUAL BASIC, ACTIVE X

INTERNET SKILLS : INTERNET AND MULTIMEDIA

BACKEND : ACCESS, SYBASE, PL SQL, ORACLE

**EDUCATIONAL QUALIFICATION**

1. Graduated as Bachelor of Science from Dr. B.R. Ambedkar University, Agra in the

year 2000.

1. Completed senior secondary certificate from UP Board in the year 1997.
2. Completed Matriculation Certificate from UP Board in the year 1995.

**EXTRA CURRICULAR ACTIVITIES**

1. Participated in “TAJ MAHOTSAV” at Agra in 1994.
2. Awarded Ist Prize in painting Competition in 1995 organized by “FEVICRYL ACRYLIC COLORS”.
3. Awarded Ist Prize in Folk Dance in 1996 sponsored by “INDIAN OIL CORPORATION LTD”.

**PERSONAL DETAILS**

Husband’s Name :    Capt Sachin Sharma

Sex                             :         Female

Marital Status             :         Married

Hobbies                      :         Listening to Music, Net surfing, Chatting etc.

REFERENCES : On Request

(Monika Sharma)