

SHIVAM SHARMA



CONTACT

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26 December 1998

OBJECTIVE

CAREER OBJECTIVE:-
Business Development Associate position in an environment where I can utilize my experience and my knowledge to add value to an organization.

SKILLS

• INTERPERSONAL SKILLS:-

- Strong analytical skills
- Exceptional communication abilities
- Adept at utilizing Microsoft productivity software
- Strong at giving important presentations
- Proficient at developing customer call lists
- Strong research skills
- Excellent team player
- Leadership Qualities

• Business development Skills:-

- Marketing
- Sales
- Customer service
- Project management
- Event planning
- Time management
- Organization
- HR Skills-
- Communication
- Confidentiality

EXPERIENCE

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Business Development Associate

09-08-2021

- 05-07-2022

I am Business Development Associate with over 11 months of experience in the field. I have worked for both small and large companies, providing support to sales teams and clients alike. In my current role, I am responsible for generating new business opportunities through research and networking. Additionally, I provide administrative support to the sales team which includes managing schedules, preparing proposals. My skills include excellent verbal and written communication, attention to detail, time management, organizational skills.

EDUCATION

NIOS

Intermediate

61.83%

2016

IEC University

Himachal Pradesh

BBA/Graduation

6.63(CGPA)

2019

IEC University

Himachal Pradesh

MBA(IT)/Post graduation

6.97 (CGPA)

2021

STRENGTHS:

- Adaptable
- Optimistic
- Dedication and determination towards work.
- Communication skills

HOBBIES/INTERESTS:

- .Chess
- .swimming

PERSONAL INFORMATION:

Date of Birth : 26 December 1998
Gender / Marital Status: Male / Unmarried
Language Proficiency: English, Hindi
Nationality : Indian

DECLARATION:-

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

Adaptability

Teamwork

Problem Solving

Human Resources(HR)

Attitude change

Human Nature

Recruiting

Training and development (HR)

Oral Communication

Communication