

# DIVYA SHARMA

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OBJECTIVE: To work in a dynamic environment that enables me to utilize my knowledge and learn new things, and to progress professionally and personally

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## SPECIALIZATIONS

- Tally Erp-9
- Accountant
- Ms-office
- Email
- Basic knowledge of Graphic Designing
- Logo making
- Digital marketing

## LANGUAGES SPOKEN

English , Hindi , Bengali, Sindhi

## PERSONAL INFORMATION:

Date of birth : 02 August 1999  
Father's Name : Rajkumar sharma  
Marital status: Unmarried  
Nationality : Indian  
Visa status: Visit visa  
Hobbies: Painting , Cycling , reading books , learning, cooking & Baking.

## WORK EXPERIENCE

### Customer service executive

Teleperformance | March -October 2018

- Give informative services to customer regarding their issues for Xiaomi phones.
- Handling Inbound calls with proper training and speech.

### Receptionist

Bharat Jan Kalyan | 2020

- Handling daily calls of clients , informing about the product availability.
- Generate E-way bill .
- Data Entry in Ms-excel

### HomeTutor 2019-2020

Given tutions to kids upto class 6th.

## EDUCATION HIGHLIGHTS

### Choithram college of professional studies (Indore, India)

BBA -FINANCE | 2020

- Class President
- Industrial visit to Eicher
- Group presentation of best inovative business idea
- Advance diploma course in computer Application.
- Certified workshop of Graphic Designing
- Attended workshop of Digital Marketing .

**Declaration:** "I hereby declare that all the information  
furnished above is true to the best of my belief