

# NISCHAY SHARMA

Address: C/9 IIRS Colony  
Kalidas Road  
Dehradun-248001 (U.K)  
Mob- 9997907407  
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## **OBJECTIVE:**

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills also the opportunity to learn more in professional Atmosphere.

## **PERSONAL SKILLS:**

- Good communication skills.
- Leadership Qualities.
- Enthusiastic Personality.
- Teamwork

## **EDUCATIONAL QUALIFICATION:**

- 10<sup>th</sup> passed from ICSE 60%
- 12<sup>th</sup> passed from ISC 67%
- B.COM From HNB Garhwal University (DAV PG COLLEGE) 58.3%

## **EXPERIENCE**

**COMPANY NAME:** A.A.Enterprises

**DESIGNATION:** SALES EXECUTIVE

**DURATION:** JANUARY 2018- APRIL 2019

### **JOB ROLE AND RESPONSIBILITIES:**

- Calling Clients
- Meeting clients
- Closing deal
- Genrating leads

**COMPANY NAME:** XENELSOFT TECNOLOGIES (DIGITAL MARKETING COMPANY)

**DESIGATION:** BUSINESS DEVELOPMENT EXECUTIVE

**DURATION:** MAY 2019- DECEMBER 2019

### **JOB ROLES AND RESPONSIBILITIES:**

- Contacting leads through social media and calling
- Closing Clients
- Building Relationship with clients
- Making PowerPoint presentation for clients
- Making proposal for clients in Upwork

**COMPANY NAME:** CTNOTECK (DIGITAL MARKETING COMPANY)

**DESIGATION:** BUSINESS DEVELOPMENT EXECUTIVE & Account Manager

**DURATION:** JULY 2020- PRESENT

### **JOB ROLES AND RESPONSIBILITIES:**

- Contacting leads through social media and calling
- Closing Clients
- Building Relationship with clients
- Making PowerPoint presentation for clients
- Making Invoices for Clients through Zoho and Quickbooks

### **CERTIFICATES & ACCOMPLISHMENTS**

- Certificate in Digital Marketing

### **COMPUTER SKILLS:**

- Basic computer skill

### **PERSONAL DETAILS:**

Father's Name : MR. SK Sharma  
Date of Birth : 16/02/96  
Marital Status : Unmarried  
Gender : Male  
Language Known : HINDI/ENGLISH

### **DECLARATION:**

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.

**Date:**

**Place:**

**NISCHAY SHARMA**