

Kartika Sharma

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CAREER OBJECTIVE

To utilize my knowledge and skills & develop myself as a professional by providing the best service and contributing to the organizational development & success.

EDUCATION

- Indira Gandhi National Open University
Bachelors of Arts (English Hons.)
July 2017- July 2020
- Alliance Française de Delhi
Advance French (B2)
2018 - present
- Central Board of Secondary Education (CBSE)
12th
2017
- D.A.V Public School, Sreshtha Vihar
10th
2015

SKILLS

- **Interpersonal Skills**
- **Good Communication Skills**
- **Ability to work in a team**
- **Time Management Skills**

EXPERIENCE

Amazon Development Centre, Noida (Aug – Dec, 2019)
Customer Service Associate

- Work closely with the team and other service executives to provide support to the organization. Records customer inquiries by documenting inquiry and response in customers’ accounts.
- Organize, execute and assist with team activities.

- Maintains customer relationship by responding to inquiries; documenting actions.

Getwork Service Private Limited, Gurugram

(Oct, 2020 – Jan,2021)

Business Development Intern

- Generate leads through calls, social media channels, mass email, email marketing, and general research.
 - Work on scheduling demos & pitching about the product.
 - Manage client database.
 - Maintain strong client relationships
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PERSONAL DETAILS

- **Date of Birth:** - 5 September, 1999
- **Languages Known:** - English, Hindi, French
- **Gender:** - Female
- **Hobbies:** - Cooking, Painting, Listening Music