

# Nikita Sharma

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## Career Objective:

Seeking a position to utilize my skills and abilities in an organization that offers professional growth. While being resourceful, innovative and flexible. To work with an organization which gives me chance to learn new challenging things as well as opportunities to implement my knowledge. I am open for **entry level opportunities in HR & Finance** and also as **Experienced Teaching Professional**.

## Key Skills

- Quick Learner.
- Team worker, Presentable, Innovative and Good Communication Skills.
- High computer literacy skills, ability to handle multiple job functions.
- Strong analytical and Problem solving skills.
- Highly motivated, committed and hard worker.

## Fundamentals of computers

- Skilled with Microsoft Office packages like MS-WORD, MS -EXCEL, MS POWERPOINT
- Well versed with WINDOWS Operating Systems.
- MS Office 2003, 2007, 2010
- Proficient in Internet Application

## Professional Experience:

**Nimar Valley International School (Burhanpur, MP)**

**June 2015 – Nov 2019**

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**Business English Teacher**

## Responsibilities:

- Supervise and teaching assistants.
- Participate in departmental and college activities.
- Serve and support functional activities of departmental committees.
- Assess, review and evaluate student's activities and progress.
- Deliver instruction on topics such as the principles of marketing and how to operate a business.
- Deliver the skills and knowledge necessary for students to function as responsible citizens in the business world.
- Keep records of grades, grade papers, and perform other administrative duties as needed.
- Create projects designed to enhance lectures.
- Develop incentives to keep participants in class.
- Tutor students on an individual basis.

**Birla Sun Life Insurance Co. LTD (Burhanpur, MP)**

**July 2015 - Dec 2017**

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**Insurance Financial Advisor (Part Time)**

## Responsibilities

- Routinely speaking to customers to assess their needs and explain insurance policies.
- Processing paperwork on customer's behalf to calculate premiums, enroll the customer onto the plan and send out contracts if any.
- Using referrals, cold calls, social media and other forms of marketing that help generate more customers contacts.

- Be in touch with existing policy holders to check that information is up to date and to verify policy renewal if it's expiring
- Filing reports against targets to outline the number of policies I have processed on a weekly, monthly, or quarterly basis.

**HDFC Bank (Burhanpur, MP)**

**March 2014 - Nov 2014**

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**Demat Account Opener**

**Responsibilities:**

- To connect with the prospects / clients via online leads and convert the same to customer.
- Connect and follow up on the leads assigned to generate client acquisition and open the online Demat / Trading account.
- Explain the product to client and solve any queries for opening the Demat Account.
- Ensuring the process laid by business is followed for opening the account.
- Update the data base / lead management system to ensure proper reporting of work.
- Achieve the assigned targets for client acquisition.
- Manage multiple accounts, ensuring that a high level of customer retention and satisfaction is maintained
- Record changes to customer accounts, updating service packages, adding accounts, and removing accounts as needed.
- Other duties as requested.

**Educational Details:**

- **Master Of Business Administration (HR & Finance)** **2016-2018**  
DAVV University Indore
- **Bachelor of Commerce** **2013-2015**  
DAVV University Indore

**Hobbies:**

- Listening Soft Music
- Reading Novels
- Baking and Cooking

**Languages Known:** English and Hindi

**Declaration:**

I hereby declare that the above furnished information's are true to the best of my knowledge and self-belief.

**Date:**

**Place:**

**Signature:**