

## **MEGHA SHARMA**

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### **OBJECTIVE :**

An experienced and well maintained professional having good amount of managing & administrating knowledge wanting to use my skills and be able to contribute to the firm . I will put my best effort to learn the company's policies & make better decisions in the favor of the company

### **PROFILE SUMMARY :**

An enthusiastic opportunist with highly motivated and leadership skills having 5.5 years of work experience. This involves handling & managing daily task of the organisation. Promote & maintain positive relation with all staffs as well as customers to ensure high level of communication between organization , employees & customer. Training & providing on job training to new joiners.

### **Professional Profile :**

#### **MALAD SAHAKARI BANK LTD.**

##### **Tenure : Summer Job**

As a part of Malad Sahakari Bank , I've worked as a clerk, performing various functions such as :

- ✓ An outward clearing
- ✓ Passbook entry
- ✓ Inward clearing
- ✓ Issuing new cheque books
- ✓ Opening of account
- ✓ Also a part of loan department

#### **Power Consilium System**

**Tenure : Oct, 2015 to Jan, 2017**

**Current Role : Senior Service Co-ordinator**

**Job Role : Handling Services provided to the customers on PAN INDIA Level**

##### **Major Areas :**

- ✓ Handled & solved customer query at senior level.
- ✓ Ensured that raised questionnaire is tackled with utmost efficiency & customer beneficiary.
- ✓ Managed more than 6 major clients that includes Reliance Securities Ltd. among others on Pan India Level with respect to their new projects, refurbishments, renewals, bills & other related services.
- ✓ Guidance on inquires raised by staffs as well as customers

## **Skyne Power Consilium Pvt. Ltd.**

**Tenure : Feb, 2017 to Jan, 2020**

**Current Role : Asst. Admin Manager**

**Job Role : Recruit, Train, Supervise, Assign & Evaluate supportive staff based on the tasks given them.**

**Major Areas :**

- ✓ Well trained and managed overall meetings.
- ✓ Handling escalation from client and with end to end resolutions.
- ✓ Overall maintenance of records and details of the team and performance.
- ✓ Training and enhancement of new joiners.
- ✓ Handling day to day query & providing resolutions within TAT.

## **PERSONALITY TRAITS :**

- Highly motivated and eager to learn and experience new things.
- Strong motivational and leadership skills.
- Ability to produce best result in pressure situation.
- Good communication skills in written and verbal both.
- Ability to work as individual as well as in group.
- Ability to deal with customers efficiently.

## **ACADEMICS :**

- Maharashtra State Board of Secondary & Higher Secondary Education  
S.S.C. 82%
- Maharashtra State Board of Secondary & Higher Secondary Education  
H.S.C 72%
- University of Mumbai  
1<sup>st</sup> year - 'A' grade  
2<sup>nd</sup> year - 'A' grade  
3<sup>rd</sup> year - 'B' grade

## ACHIVEMENT AND AWARDS :

Participated in the College Event 'NIVESH - BEYOND INVESTMENT' for 3 continuous successful years.

Roles :

- 1<sup>st</sup> year : Helped the core team in inventing the finance related game.  
Bought sponsors for funding the event.  
Member of creative & hospitality committee.
- 2<sup>nd</sup> year : Assistant Head of creative team .  
Core member of marketing team.  
Part of organizing team.
- 3<sup>rd</sup> year : Co-headed creative team  
Indulged in marketing.

## EXTRA-CURRICULAR ACTIVITIES :

- Opened and experienced one day business in 'RETAIL OUTLET'.  
# Of - Food Counter  
Handmade woollen materials & chocolates.

## SOCIAL ENGAGEMENT :

- Participated in CANCER awareness programs.
- Served others through SCOUT/GUIDE .

## PERSONAL DETAILS :

- Languages known - English, Hindi & Marathi.
- Date of Birth - 21<sup>st</sup> April, 1994.
- Hobbies - Exploring new things, interacting with people.