

Vrinda Sharma

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Languages: Hindi, English

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Objective

A challenging position that offers professional growth and the opportunity to utilize my personal capabilities, educational skills, and work experience.

Work Experience

➤ **Counsellor**

ACE Skill Development Pvt. Ltd., Ayodhya | [Duration: 1.5 Year]

- *Managed operations of the training center, overseeing day-to-day activities and staff coordination.*
- *Provided excellent customer service, ensuring that client queries and concerns were resolved in a timely manner.*

➤ **Back Office Staff**

HiiT India | [Duration: 6 Months]

- *Provided administrative support, including data entry and maintaining accurate records.*
 - *Assisted in managing client communication and correspondence.*
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Education

- **Bachelor of Arts (B.A.)**
Delhi University | 2017
 - **Intermediate (XII)**
CBSE Board | 2014
 - **Matriculation (X)**
CBSE Board | 2012
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Skills

- **Programming:** *SQL Server*
- **Data Visualization:** *Power BI*
- **Tool:** *Excel*
- **ETL Tool:** *SSIS*

I hereby declare that the information provided above is true to the best of my knowledge and belief.

Date : _____