

Curriculum Vitae

VIVEK SHARMA

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OBJECTIVE

- Excellent Decision making skills with a positive approach.
- Dedicated and highly ambitious to achieve personal as well as the organizational goals.

EDUCATIONAL QUALIFICATION

- Graduation Passed from **Delhi University in 2015 with 48% Marks.**
- 12TH Passed from **C.B.S.E. Board in 2012 with 63% Marks.**
- 10TH Passed from **C.B.S.E. Board in 2009 with 64% Marks.**

PROFESSIONAL QUALIFICATION

- Two Year ITI Diploma in **Electrician Trade** from **I.T.I. Jhajjar** in 2011 with 78% Marks.
- Basic Computer Knowledge.

WORK EXPERIENCE

- Three Year Worked Experience as a **Customer Service** in **DTDC Express Ltd.** (from July, 2020 to August, 2023).
- Two Year Worked Experience as an **Customer Service** in **Nimbus Harbour Facility and Management Pvt. Ltd** (from March, 2018 to June, 2020).
- Two Year Worked Experience as an **Insurance Advisor/ Customer Service** in **Competent Automobile Pvt. Ltd** (from January, 2016 to February, 2018).

STRENGTHS

- Hard & Smart Working
- Good Communication Skill
- Honest & Punctuality
- Confident

PERSONAL DETAILS

Date of Birth	:	03 rd April, 1994
Father's Name	:	Sh. Harish Kumar
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Language Known	:	Hindi, English

DECLARATION

I hereby declare that all the information mentioned above is true and verified by me.

Date:

Place: New Delhi

(Vivek Sharma)