CURRICULUM VITAE 

**Mr. Mohit Kr.Sharma**

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## Contact No:- +91-7987428783

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**OBJECTIVE:-**

 To establish a renowned place in the reputed organization, with my inherent skills in whatever I do, to achieve the desired goals and seeking quality environment, where my knowledge can be shared and enriched.

**SYNOPSIS:-**

* Post graduate in Marketing and Finance and 02 years of working experience with India’s premier institute in the field of education sector.
* Proficient in managing the In-house administration and the operational activities of the business.
* Capable of handling and coordinating multiple tasks at the same time and organizing schedules for the implementation of company’s strategy.
* Capable of imparting training and addressing huge formal gatherings.
* Proficient in basic operations of Microsoft word, excel and database management.

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######  PROFILE SNAPSHOT:-

* **Organization:-** Presently working with **“Resonance Eduventures Limited” Jabalpur Branch(M.P)**
* **Designation:- Office Assistant (Operations Dept.) and B.D. Executive (Business development dept.)**
* **Period:- Dec. 2016 till present**

**COMPANY PROFILE:-**

* **Resonance Eduventures Limited** is India’s leading coaching institute having spread across whole nation through its **27\* study centers** offering classes for the preparation of **IIT JEE** **(Mains+Advanced),NEET/AIIMS**. Apart from coaching for competitive examination, the Institute is also offering programmes for the students of Class VII to X who appear in Talent Search Examinations like **National Talent Search Examination (NTSE), International Olympiads** conducted by various Government and Private Organizations.
* Resonance diversified its portfolio of courses in 2012 from IIT-JEE & Medical to Commerce & Law in the form of New Division **Resonance Commerce & Law Program Division (CLPD).** Resonance CLPD is providing coaching for preparation of **CA (CPT, IPCC & Final), CS (Foundation, Executive, and Professional), CLAT, XII (CBSE/RBSE), XI (CBSE/RBSE), B.Com and M.Com.** Total students that were selected by institute since its establishment are 24350 in JEE MAIN along with top All India Ranks year by year in almost every field of education.
* **KEY RESPONSIBILITIES:-**
* **Currently working as branch in-charge at Jabalpur study center.**
* Keeping a record of all the cash inflows/outflows of the firm.
* Coordinating with the auditing process and giving details of the expenditures done by the firm on yearly basis.
* Facing regular quality audits of processes and responsible to maintain ratings in green zone.
* Generating business for the firm by providing enrollments through scheduled visits and telephonic calls.
* Business developments by organizing talent hunt exams and motivational sessions at leading schools across the state and leading marketing team for distributions of flyers, newspaper insertions and advertisement, advertisement on social sites etc.
* All round administration of branch including the schedule arrangement of classes, reporting of stocks availability for the year.
* Responsible for handling the “Student welfare and program department” of the company to address the customer queries.

**ACHIEVEMENTS & HONORS:-**

* **PROFESSIONAL ACHIEVEMENTS:-**
* Based on track record got privilege of becoming branch in-charge within 02 years of joining the service.
* Appreciated and recognized as the best business development executive across the whole state.
* Got responsibility of leading all the marketing and advertisement activities of the branch.
* **PERSONAL ACHIEVEMENTS:-**
* Took back to back workshops of “Yoga and Meditation” at **National Thermal Power Corporation (NTPC), New Farakka, Kolkata.**
* Represented college as a lead vocalist at an event organized by the **Municipal Corporation, Jabalpur.**
* Won 1st rank at the intercollegiate **“tax debate competition”.**
* Participated in **Regional Sports Meet (Volleyball)** at school level.
* Performed across the state in the musical concerts/evenings for NGO “The Art Of Living” as a lead vocalist.

**EDUCATIONAL QUALIFICATION:**-

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| **EXAM.** | **SCHOOL/****COLLEGE** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE** |
| M.B.A | SHRIRAM INSTITUTE OF MANAGEMENT  | R.D.V.V | 2017 | 70.00% |
| B.com | ST. ALOYSIUS COLLEGE,SADAR, JABALPUR | R.D.V.V | July-2014 | 63.75% |
| 12TH | KENDRIYA VIDYALAYA,GCF,JABALPUR | C.B.S.E | Commerce | 62.20% |
| 10TH | KENDRIYA VIDYALAYA, VFJABALPUR | C.B.S.E | All Subjects | 55.60% |

 **HOBBIES:-**

* **SINGING,TRAVELLING**
* **SOCIAL ACTIVITIES**

 **PERSONAL PARTICULARS:-**

**NAME :-** Mohit Kr.Sharma

**DATE OF BIRTH :-** 30th January 1994

**MARITAL STATUS :-** Unmarried

**LANGUAGES KNOWN :-** English and Hindi

**CONTACT NO. :-** 7987428783

**FATHER’S NAME** **:-** Late Shri Prem Prakash Sharma

**MOTHER’S NAME** **:-** Smt. Indu Sharma

 **PERSONALITY TRAITS :-**

Being a judge of myself as a smart-working, ambitious, proactive and capable team player, I can contribute substantially to any venture or organization I join.I hereby declare that the above furnished details are true to the best of my knowledge.

Place :- JABALPUR

Date :- 09/02/2019 Mohit Kr.Sharma