



KUNJ SHARMA

LAURENTIAN UNIVERSITY STUDENT

PERSONAL PROFILE

-  +1 437-933-1617
-  kunjsharma@gmail.com
-  161, Beatty street, Sudbury
-  www.kunjsharma.com
-  Languages known:
 - English • Gujarati
 - Hindi

AVAILABILITY

- Mon: after 7 pm
- Tue: after 11:30
- Wed: full day excluding (5 pm to 7 pm)
- Thu: full day excluding (11 am to 3 pm)
- Fri: after 11:30 am
- Sat: full day
- Sun: full day

SKILLS

- Positive attitude, capable and willing to learn
- Determined, responsible, hardworking
- Time management and critical thinking
- Communication skills, with various language adaptability
- Handling and serving customers with patience and make them feel comfortable.

EDUCATION

HIGHER SECONDARY DIPLOMA (2 YEARS) NARSEE MONJEE EDUCATIONAL TRUST, GUJARAT

- Computational Science as an optional subject and web development as a major topic of the subject
- Mathematics- one of the biggest strengths, with an astonishing score of 86% in 12th grade I have been able to develop quick calculations and cognitive thinking.
- Leadership- being the house representative has taught me how to be a great leader. It has also taken me through tough situations where I had to take strategic and quick decisions.

ADVANCED DIGITAL MARKETING PROGRAM (4 MONTHS) ASDM, AHMEDABAD

- Social media: how social media works and its algorithm. Through the course I have learned how to hack and crack the algorithm of any social media platform and increase the reach.
- Graphic designing: I also came through the designing part in which I learned about designing ads, posts, stories, etc. along with these I also learned to design a fully functional website.
- SEO- at the end stage I learned about Google ads and google SEO. Which taught me that how companies trick us through our own data to sell their product.

Still pursuing it here...

EXPREINCE

STORE REPRESENTATIVE (PART-TIME)

CHANDRA STUDIO, GUJARAT

Roles

- Manage cash, in the retail business i had manage every small and big cash entries including the online payments. Keep track of it and do the total at the end of the day and give it to the owner.
- Customer management, here in this business we were selling passport size photos and other photographic needs. I had to manage the customers and bill out them. Apart from new customers i had to also give the product to the receiving customers.

SOCIAL MEDIA MANAGER(WORK FROM HOME)

RED EYES MEDIA, GUJARAT

Roles

- Client work, it was a marketing agency they gave me projects (clients) every third week and i had to plan and crack a strategy to meet the needs of all the new clients.
- Planning, it was one of the major tasks in job because i had to plan an social media posting chart every week for every other client and meeting up to the mark was the bigger section.
- Customer relations, sometimes i could not make up to the client's requirements and many clients would get frustrated about it but as a working professional i was obliged to stay calm and handle them peacefully.