



ARJUN SHARMA

OBJECTIVE

Seeking a good and dynamic position with a growing firm to add some value for the better and profit of the organization along with developing my knowledge and skills

EXPERIENCE

- **Opton Infocom Pvt Ltd**
14 August 2017 - 3rd march 2018
Customer Care Executive
Working in Telecom process.
Handling outbound Calls
- **Met Technologies Pvt Ltd**
5 Sept 2018 - 12 Sept 2018
Customer Care Executive
Working in Call Blocker process
Handling with UK Clients
- **Petunia Dealtrade Pvt Ltd**
6 Dec 2018 - 31 March 2020
Hr Recruiter
 1. Screening Resmues
 2. Following up the interview process
 3. Taking responsibility of the internal recruitment process
 4. Completely timely reports on employment activity

EDUCATION

- **National High School**
2014
Higher secondary
53
- **Heramba chandra college**
2017
Bcom
51

CONTACT

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SKILLS

- 1. Understand employer's needs.
- 2. Able to achieve immediate and long term goods.
- 3. Easily co-ordinated with new people
- 4. Have a quality for developing new concept of studies as well as responsibilities.
- 5. Critical Thinking
- 6. Team work

INTERESTS

- Cricket
- Travelling New Places
- Meet with new people

LANGUAGE

- English Hindi & Bengali

PERSONAL DETAILS

- Date of Birth : 02.01.1993
- Marital Status : Unmanned
- Nationality : Indian

ACHIEVEMENTS & AWARDS

- 1. Participated in Inter throwing ball competition 2. Participated in Fashion Show in Heritage school 3. Participated in Football competition

ACTIVITIES

- Participant in basketball competition