Dipti Sharma

MOB: 8895414745

EMAIL: [diptisharma.eng@gmail.com](mailto:diptisharma.eng@gmail.com)

|  |
| --- |
| Objective |

Expert business strategist with a sound understanding of organizational development and sales. Skilled communicator with 1+ years of experience providing companies with successful solutions to building organizational success. Persuasive negotiator who uses integrity and professionalism in presenting joint ventures, assessing acquisition opportunities, and identifying new markets.

|  |
| --- |
| Professional Experience |

**Digital Marketing: -**

* Interacting with the leads provided to me through emails, calls, skype meetings and converting them to sales.
* Interacting with the converted client and collecting requirements for the projec.
* Drafting proposals from client requirements and getting approval for the same from the client.
* Sharing regular updates with the clients and maintaining business relationships with clients.

|  |
| --- |
| Organizational Experience |

Company: Golden Bell | Designation: Sales Analyst | Period: working currently in golden bell as sales Analyst from 2020.

|  |
| --- |
| Academic Background |

* 2017-2020 Master of Computer Application from Rourkela Institute of Management Studies under BPUT University Bhubaneswar, Odisha.
* 2017 Bachelor of Computer Application from Vikash School of Business & Management under Sambalpur University.
* 2014 Completed 12th Science (ICSC) Assembly of God Higher Secondary School.
* 2011 Completed 10th (ICSC) from Assembly of God Higher Secondary School.

|  |
| --- |
| Skill Set |

Client Relation, Effective Communication, Word, PowerPoint, Documentation.

|  |
| --- |
| Projects Experience |

Project-1# Job Portal Development:

A Job portal web development designed exclusively for nursing jobs where different registered companies can update various jobs and registered users can apply for it according to their interest and work experience.

Roles & Responsibility:

* Communicated with the interested lead to convert it to sales.
* Communicated with clients in regular intervals to get all the requirements.
* Interacted regularly with the Project Manager and Client to understand their needs and requirements clearly which helped me in making and understanding the proposal.
* Got the signoff in the proposal from the client and shared the same to the Manager for development.

Project-2# Ecommerce Development:

A website designed for bakery items, where people can search and choose among different cake varieties available. They can place orders and get the item delivered to their required address.

Roles & Responsibility:

* Communicated with the interested lead to convert it to sales.
* Communicated with clients in regular intervals to get all the requirements.
* Interacted regularly with the Project Manager and Client to understand their needs and requirements clearly which helped me in making and understanding the proposal.
* Got the signoff in the proposal from the client and shared the same to the Manager for development.

|  |
| --- |
| Personal Profile |

Name : Dipti Sharma

Father’s Name : Mr. Sushil Sharma

Marital Status : Married

Date of Birth : 14th March 1994

Sex : Female

Languages Known : English, Hindi.

Declaration: I hereby declare that the above particulars are true to the best of my knowledge and belief.

Place: Dipti Sharma