



TARUN SHARMA

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning, knowledge and skills.

EDUCATION QUALIFICATION

- ❖ 12th passed from N.I.O.S Board with 62% marks.
- ❖ 10th passed from C.B.S.E. Board with 64% marks.

EXPERIENCE

- ❖ Working in Y.G. Estates Facilities Management Pvt. Ltd. as Help Desk Executive Noida Sec. 94.
- ❖ Worked in Red Grocer as Sales Executive.
- ❖ 2 year of experience as Photographer & Videographer in Ram Studios.

KEY SKILLS

- ❖ Typing Speed – 20 W.P.M. (English)
- ❖ Shorthand Speed – 25 W.P.M.
- ❖ Basic knowledge of Adobe Photoshop MS Excel and Word.

EXTRACURRICULAR ACTIVITIES

- ❖ Soft-skill training by Mahindra Pride Classroom in 2019.
- ❖ Employability skills training from Quest Alliance.

PERSONAL DETAILS

- ❖ Mother's Name - Ms. Meena Sharma
- ❖ Date of Birth - 29th January 2001
- ❖ Language Known - Hindi & English
- ❖ Marital Status - Unmarried

- ❖ Hobbies - To know new facts and learn new skills.



Madanpur Khadar D
BLOCK Sarita Vihar
New Delhi, Delhi
110076



09319775336



tarunsh2901@gmail.com