

CHIRAG SHARMA

Address: J-45 STREET NO .1 JAI PRAKASH NAGAR GONDA DELHI, NEW DELHI - 110053

Mobile: +91- 9354329225

E-Mail: chiraga828288@GMAIL.COM

Objective

Seeking a challenging and performance-oriented position in the field of Corporate Communication and Corporate Branding Customer Management with a growth driven organization which shall provide me with the right opportunities & exposure to fully utilize my skills & further enhance it.

Technical Skills

- Excel & Advance Excel
- Professional Excel
- MS Access
- SQL
- VBA
- Power Point
- MIS / Dashboard
- MS Word
- Etc.

Expertise

Skill Sets

- Customization of tasks
- Team Managing skills
- Proven ability in building & managing successful client relations.
- Good presentation skills.
- Good communication, interpersonal & presentation skills.

- MIS and Reporting
- Data Management
- High level Presentations
- Design sales promotions, participation in opportunities
- Project Handling
- Responsible for generating revenues.
- Ensure constant business generation and developing new clients.
- Ability to build rapport with guests and to relate a wide range of guest's queries
- Contest Calculation

Work Experience

➤ **Mis Associate in claims Department From Feb'26 to Till Now**

Canara HSBC Life insurance Company

- Handling large data sets of our clients
- Generate and Create Multiple Types of Month and Week Reports
- Manage Tracking of Claims
- Handling claims query and Customer query
- Publish Daily Basis Dashboard of sales and Claims

➤ **Mis Associate in Translations management**

Coral Knowledge Services PVT LTD From Jan'24 to Feb.26

- *Handling the large data sets of our clients*
- *Generate and create multiple types of reports according to requirement*
- *Complete the Work in under pressure and close deadlines*
- *Making translation files for the multiple client's requirement*

Overall Job Profile:

- Ensure Timely Preparation of Daily, Weekly, Monthly MIS Report & Compilation.
- Ensure deliverables (**Daily, Weekly & Monthly MIS Reports**) are prepared to satisfy the project requirements cost and schedule.
- Receiving and downloading data from different - different sources and Cleaning and formatting data using by **EXCEL**.
- Coordinating With Team Leading & All Team Members of Customer Care
- Ensuring timely resolution of all pendency & customer grievances
- Responsible for the achievement of department/division/unit productivity and quality goals
- Handle and solve customer queries and requests.

Educations

- 10th Passed from CBSE BOARD.
- 12th Passed from CBSE BOARD.
- B.A HONS Graduate from Delhi University

IT Proficiency

MS-Office and Internet: Fully conversant

Personal Information

Date of Birth : 07 Feb 2003
Father's name : Satish Kumar
Marital Status : Single
Nationality : Indian
Languages Known : Hindi,
English
Hobbies : Playing and watching Cricket, Mobile Gaming &
Listening Songs
Strength : Quick Learning, Determined, Hardworking &
Accommodating

DATE: / /

PLACE: **New Delhi**

(Chirag Sharma)