



Adarsh Sharma

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250004.

Education

Bachelor Of Technology:
Electronics And
Communication Engineering
(2023)
AKTU, Lucknow

Intermediate:
Board of high school and
intermediate education(2017)
Uttar Pradesh

High School:
Board of high school and
intermediate education(2015)
Uttar Pradesh

Soft Skills

- Flexible and Adaptable
- Training & Development
- Dependable and Responsible
- Data management

Languages

Hindi
English

Summary

Recent graduate with excellent research, technical and problem-solving skills. Detail-oriented and able to learn new concepts quickly. Aim to be placed in a challenging organization that gives me scope to enhance my knowledge & skills in accordance with the latest trends and be a part of team that dynamically works towards growth of organization.

Experience

Worked as Operations Executive at a Private firm from Jan 2023 to Apr 2025.

- Handles and provide case management for clients.
- Conduct fact finding to generate and follow up on insurance quotations and endorsements.
- Deliver excellent service to all customers.
- Handle customers' queries and feedback.
- Process insurance applications, renewal, cancellation and payment.

Previously worked with Garvit Fincare as **Collection Incharge** and Record maintainer from Mar 2021 to Dec 2022.

- Team management.
- Customer record maintenance.

Strengths

- Resilient under pressure
- Effective leadership
- Microsoft office and internet application proficiency
- Adaptable to any environment
- Communication skill

Personal Details

Name –Adarsh Sharma
DOB – 27th December 2002
Gender – Male
Marital Status – Unmarried
Father's Name – Mr Vishal Sharma
Nationality – Indian
Hobbies – Travel and Listening to music

Interests

- Enthusiastic about music
- Skilled in gaming