

# AYUSHI SHARMA

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Kolkata, India

## OBJECTIVE

Seeking a position in the finance industry that allows me to leverage my experience in customer support, communication, and Analytical ability to contribute to the success of your organisation further develop my skills in a dynamic and fast-paced environment.

## EXPERIENCE

### EMPLOYEE AT MANGAL & ASSOCIATES 2020-PRESENT

- Collaborated with senior management to create proposals for potential clients by understanding and analysing client's proposal content, including scope of work, deliverables, timelines, and pricing.
- Facilitated cross-functional team meetings to foster collaboration among clients and customers and cultivate productive problem-solving environment.
- Facilitated timely communication between vendors and other internal teams on projects to ensure objectives met within timeline.
- Conducted a thorough review of the inventory to ensure accurate pricing and proper display.
- Researched user trends to implement strategies.

### MEMBER AT LEO CLUB KOLKATA 2019-2020

- launched a compelling campaign to promote awareness about adoption and cleanliness, among other crucial social issues.
- Volunteered and provided essentials at orphanages and old age homes.
- In light of the COVID-19 pandemic, I had volunteered by organising blood donation camp, providing essentials to those in need to protect against Covid.

## EDUCATION

ST XAVIER'S UNIVERSITY KOLKATA

BACHELORS OF COMMERCE WITH FINANCE - 2020-2023

SCHOOL - MAHADEVI BIRLA SHISHU VIHAR KOLKATA - CLASS OF 2020

## SKILLS

- Good understanding of MS-Excel, Microsoft, Powerpoint, Social-media.
- Excellent at research and communication.
- Reliable and punctual with excellent attention to detail.
- Strong interpersonal skills and ability to work with cross-teams.

**ACHIEVEMENTS AND INTERESTS**

- Ranked 2nd in Fashion Show while competing against 20+ schools.
- Active under XIA, a social service wing at St.Xaviers University.
- Won Silver and Bronze medal in Kickboxing, H.D.K.A.
- Multiple Diploma's in Arts.
- Achieved Purple-belt in Karate, H.D.K.A.
- Badminton.
- Tennis.

**LANGUAGES**

- English
- Hindi
- Bengali
- Punjabi