

Shikha Sharma

Female | 26

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RAJIV GANDHI INSTITUTE OF
PETROLEUM AND TECHNOLOGY,
DEPARTMENT OF MANAGEMENT
STUDIES

Jais, Amethi - 229304

Discipline: Marketing & Energy



EDUCATIONAL BACKGROUND

MASTER OF BUSINESS ADMINISTRATION (Pursuing)	8.14 (till Sem-2)	2021- Present
B. TECH.(Nanotechnology), AINT, Amity University, NOIDA, UP	85.70%	2018
XII (JP INTERNATIONAL SCHOOL, Gr. NOIDA, UP)	79.40%	2013
X (JP INTERNATIONAL SCHOOL, Gr. NOIDA, UP)	9.2(CGPA)	2011

WORK EXPERIENCE

Tekshapers software solutions Pvt Ltd (Role: Business Development and Project Coordination) Jan 2020-July 2021

Job Role:

- Understanding the project requirement, sending relevant proposals and acquiring business for the firm
- Preparing SRS after analysing the requirement for the Project on board.
- Led the sales team of four to generate new leads and approach clients(Domestic and International) as per their requirements.
- Coordinating with the team and the client for proper execution and timely delivery of the Project.
- Building long term relationships with the clients.

Kaysons Education Pvt Ltd (Role: Business Development)

April 2019-Oct 2019

Job Role:

- To communicate with potential leads and convert them into clients.
- Understanding the requirements of the clients and further communicating with the team to execute the same.
- Communicating with the clients(domestic) throughout to build long term relationships.

INTERNSHIPS

Name of Organization: Management Intern at HPCL, Lucknow RO
Project Title: "Industry Mapping for Lubricant Market: in the Lucknow region"
Period: 1st, June, 2022- 31st, July 2022

Name of Organization: Research Intern at R&D Centre "Indian Oil Corporation Ltd." Sec-13, Faridabad
Project Title: "Synthesis and characterization of Molybdenum disulphide Quantum dots."
Period: Feb,2018- May 2018

Name of Organization: Amity Institute of Nanotechnology", AUUP
Project Title: "Synthesis of Titania nanotubes".
Period: June 2017

Research Work

Currently working on the scope of "Alternate Fuel" Ethanol.	2022
Worked on "Renewable energy opportunities for Indian Himalayan region tourism"- a way towards sustainable tourism	
Presented a Poster on "Microwave assisted hydrothermal synthesis of Graphene quantum dots" at NANOfim 2017 at Gautam Buddha University.	2017
Worked on the synthesis of graphene oxide quantum dots and graphene hybrid composites for gas sensing.	2015-2018

SKILLS

Technical skills : Well versed with Microsoft Office Suite(Word, Excel, Power point etc.), C, MATLAB,SPSS.

Soft skills : Project Coordination, Leadership, Team Handling, Business Analysis, Business Development, Corporate communication.

Language Known: Hindi (Fluent), English(fluent) and French(Beginner)

Awards & Achievements

- Received **certificate of appreciation** from the university for being **“an all-rounder, member and actively organising & participating in cultural activities** for the batch 2014-2018”.
- Have been in the top 3 students of the class (batch 2014-18)
- A Level certification in **Foreign Business Language “French”**.
- Certification in **Business/Corporate Communication**.
- Certification in **Behavioural Sciences**.

EXTRACURRICULAR ACTIVITIES

- Active Member of **Alumni Cell**, DoMS, RGIPT
- Active member of **Mess committee**, RGIPT
- Active Member of **“UDAAN”**.
- Volunteered at 5th Convocation, RGIPT.
- Actively organised and participated in events for **“Amity Human Value Quarter, 2017”**
- Former **Vice President of Art & literary club** at Amity Institute of Nanotechnology.
- Organized a number of events and **coordinated during “Amity Youth Fest” and “Alumni meet 2017”**.
- Have been an Active member of Drama Club at Amity Institute of Nanotechnology.
- Have undergone **1 week military Training Camp** at Amity University, Manesar.
- Attended **“Robotryst-2016”** at IIT-Delhi.

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UP-201308

Signature: Shikha Sharma

Date: 24/09/2022