



studentarmy2000@gmail.com



9457281029



Noida, India 201306

EDUCATION

B.Sc, Hotel Management
Annamalai University,
2018

12th
Army Public School,
Mathura
2015
GPA: 89

Army Public School,
Mathura
2013
GPA: 9.2

LANGUAGES

English
Advanced (C1)

Hindi
Advanced (C1)

MANISH SHARMA

PROFESSIONAL SUMMARY

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

WORK HISTORY

January 2024 - July 2024

Indigo Airlines - Senior Executive, Gurugram

Worked on AIMS software in Crew Control (Scheduling) department in order to manage crew rosters on day of operations and communicate over the calls in order to avoid delays for the aircrafts.

June 2022 - October 2023

Golardh Housing Pvt. Ltd. - Senior Executive, Noida

We used to handle inbound and outbound calls and help clients with their inquiries and also upselling of our projects.

September 2019 - March 2022

Teleperformance Mohali, CCE - CCE, Mohali

I was supposed to provide live chat and outbound call support to customers for GoDaddy process. It was a technical process as we need to fix the ongoing website issue over the live chat.

January 2018 - December 2018

Renaissance Hotel - Front Office Executive, Kuala Lumpur, Malaysia

Worked at Front office Department where I used to help guest in check in check out from the hotel and handle the reservation calls of the guests and help them regarding their bookings and information about the services including in their packages.

SKILLS

- Excellent Communication
- Written Communication
- Attention to Detail
- Flexible and Adaptable
- Problem-Solving
- Teamwork and Collaboration
- Analytical and Critical Thinking

ADDITIONAL INFORMATION

- Activities , I was Discipline Incharge while in school. I was awarded as "Most talented fresher" in college. Played Volleyball on National level.

