



## PERSONAL DETAILS

**Nationality:**  
Indian

**Date Of Birth:**  
05/10/1992

**Marital Status:**  
Single

**Languages:**  
English & Hindi

**Passport No:**  
U7744701

**Date of Expiry:**  
13/01/2031

**Visa status:**  
Visit Visa

### Skills:

- ✓ Tally ERP 9
- ✓ DCA
- ✓ Hard working and dedicated
- ✓ Good Communication Skills
- ✓ Capacity to work under pressure with time bound performance
- ✓ Easy adaptability to situations

# CURRICULUM VITAE

## JAGRATI SHARMA

Dubai – U.A.E

Mob +971 502314352

Email: [jagratisharma.advocate@gmail.com](mailto:jagratisharma.advocate@gmail.com)

## CAREER OBJECTIVE

To work for a Professional Company which offers challenge and growth opportunities Also to achieve excellence in all spheres of my profession and keep on adding value to the organization and me.

## ACADEMIC CREDENTIALS

- L.L.B in D.S Collage, DBRAU. (2012-2015)
- B.com in D.S Collage, DBRAU. ( 2009- 2012)
- +2 Passed in 2009 with 63 %.
- 10<sup>th</sup> Passed in 2007 with 55 %

## WORK EXPERIENCE

1. **Organization :** Bhutani Infra Pvt. Ltd , Noida, India

**Designation :** Sales Manager

**Duration :** from 2019 to 2021

- Bhutani Infra is one of the INDIA's top and best commercial Real Estate Builder based out of NOIDA.
- International Branch- DUBAI

### Duties and Responsibilities:

- Coordinate, Arranging meetings to the customer
  - Giving presentation to the customers
  - Maintaining schedules and calendars
  - Entering sales orders in ERP and following ups with sales team
  - Create channel network of the PAN India
  - Checking and marking important mail every day.
  - Customer handling
2. **Organization :** ANAROCK Property consultant formerly (Jonessang la selle), Noida, India
- Designation :** Senior Sales Executive
- Duration :** from 2018 to 2019

Company Owner- Mr. Anuj Puri

International Branches- DUBAI, ABU DHABI etc.

Anarock is now the Largest independent Residential Agency in INDIA with 1500 Staff Across 15 Offices & Significant presence in **GCC** countries ANAROCK's headquarter is in MUMBAI, Maharashtra

**3. Organization : Major Brands Pvt. Ltd, Noida, India**

**Designation : Sales Associate**

**Duration : from 2015 to 2018**

**Duties and Responsibilities:**

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Achieving established goals.
- Directing customers to merchandise within the store.
- Increasing in store sales.
- Superior product knowledge.

**DECLARATION**

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai, U.A.E

**JAGRATI SHARMA**