

ROLL NUMBER: P25703027

Richa Sharma

Female

DOB

21-Dec-1994

TECHNICAL SKILLS

- MS Office

PERMANENT ADDRESS

Behind Gurudwara, Ashok Vihar Colony
 City: Dholpur
 State: Rajasthan
 Pincode: 328001

LANGUAGE

- ENGLISH
- HINDI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	9.82	2027
Graduation	EXTOL INSTITUTE OF MANAGEMENT, BHOPAL (MP)	76.4	2015-Jun
Intermediate	CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI	71.6	2011-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI	75.4	2009-May

WORK EXPERIENCE (2 Years 0 Months)
Nexgen Infra Solution

08-Jun-2020 - 05-Jul-2022

2 Years, 0 Months, 27 Days
PROFILE: Business Development Associate

â€¢ **Identified and engaged** with the prospective clients, contributing to refilling inventory management through strategic outreach and relationship management.

â€¢ **Assisted** in preparing business proposals, presentations, and tender documents tailored to client requirements.

â€¢ **Conducted** market research to identify new business opportunities and industry trends relevant to infrastructure development.

â€¢ **Supported** senior management in negotiations and contract finalizations, **ensuring** favorable terms for the company.

â€¢ **Managed** client communications, scheduling meetings, and maintaining minutes of meetings.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 31 Weeks)
Birla Institute of Scientific Research

01-Jul-2016 - 31-Dec-2016

26 Weeks
PROFILE: Research Trainee

- Completed MSc internship at Birla Institute of Scientific Research, Jaipur.
- Undertook a project on "Chitinolytic bacteria and their phytopathogenic fungal growth inhibition properties."
- Worked sincerely and methodically under the supervision of experienced scientists.
- Demonstrated strong scientific aptitude and research skills throughout the internship.
- Successfully followed all institutional guidelines and completed the project within the stipulated period.

Madhya Pradesh Vigyan Sabha

05-Mar-2015 - 10-Apr-2015

5 Weeks
PROFILE: Research Trainee

- Completed BSc internship with original research on micropropagation of Bacopa monnieri (Brahmi).
- Worked under expert supervision and met all academic requirements.
- Demonstrated sincerity, dedication, and independent working skills throughout the internship.
- Managed research projects and contributed innovative solutions.
- Strong foundation in scientific analysis and project management, suitable for consultancy roles.

ACHIEVEMENT DETAIL

- **Qualified GATE 2021.**

- **Secured 3rd position** in order of merit in the Master of Science (Biotechnology) examination, 2017.
- **Awarded as College topper** in BSc for the session 2013-2014 in Extol Institute of Management, Bhopal.
- **Participated** in the 55th National School Games under the auspices of the **SCHOOL GAMES FEDERATION OF INDIA** from December 24th to 29th, 2009.
- **Secured the winning position** in the 18th & 20th national handball meets at Jawahar Navodaya Vidyalaya Birauli, Samastipur, Bihar.
- **Secured 1st position** in best model presentation in Techno Kriti competition on 10th January 2015 at Extol Institute of Management, Bhopal, conducted by The Indian Science Congress Association (ISCA), Bhopal chapter.
- **Qualified CTET - January 2021 in both levels.**