ADITI SHARMA

Contact

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Near Diamond Nursing College, Bhensoda mandi , Madhya Pradesh, India

About Me

I am a motivated and communicative individual with strong interpersonal and organizational skills. I have the ability to handle inquiries, provide clear information, and assist in administrative tasks. I am comfortable interacting with people and ensuring a smooth experience for applicants or customers.

Skills

- MS Office Proficiency
- Interpersonal Skills
- Email Handling (Gmail, Outlook)
- Persuasion & Negotiation
- Lead Management

Education

Bachelor Of Library And Information Science (BLIS)

2023 - 2024

University Of Rajasthan *56.30%*

The BLIS program provided the knowledge of library management, information organization, and digital archiving. Students learn about cataloging, classification, research methodologies, and the use of modern library technologies to manage and retrieve information efficiently.

Bachelor Of Science (B.Sc.)

Kota University *60.64%* 2019-2023

It provided me with a strong foundation in scientific principles and analytical thinking. I have gained theoretical and practical knowledge in subjects like Physics, Chemistry, and Mathematics, enhancing my problem-solving and research skills for various scientific and technical fields.

Senior Secondary

Board of secondary Education Raj. *70%* 2017-2019

It provides me with a strong foundation in biological sciences while enhancing my analytical thinking and problem-solving skills. Studying subjects like genetics, human physiology, and ecology has sharpened my ability to observe patterns, analyze data, and approach scientific concepts with a logical and research-oriented mindset.

Secondary

Board of Secondary Education Raj *77 %* *2016-2017*

It provides me with a solid academic foundation while instilling core values like ethics, integrity, and discipline.

Certification

Rajasthan state certificate in information technology(RS-CIT)

It provides me with essential computer skills, including MS Office (Word, Excel, PowerPoint), internet usage, email handling, digital security, and basic troubleshooting, enhancing my efficiency in digital tasks.

Key Skills Learned:

1.Computer & IT Fundamentals 2. MS Office Proficiency 3. Internet & Email Management 4.Digital Security Awareness 5.Data Entry & File Management

Hobbies & Interest

- **Singing & Ukulele Playing –** Passionate about music and self-expression through singing and playing the ukulele.
- **Cultural Events Participation** – Actively involved in cultural programs and performances.
- **Book Reading** – Interested in fiction, non-fiction, and self-improvement literature.
- **Spirituality** – Engaged in mindfulness practices, meditation, and exploring philosophical teachings.