



# VARUN SHARMA

Journalism student

## Contact

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8561020822

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Address  
H-78, majdur nagar, Ajmer road, Jaipur

## Expertise

- Excel
- Strong communication
- Active listening
- Team management
- Objection handling
- Negotiation
- Graphics and designing

## Language

- English
- Hindi

## EDUCATION

### **Haridev joshi university of journalism and mass communication**

2023 - Pursuing

Detail-oriented fresher with a Journalism background and a strong interest in Human Resources. Skilled in communication, coordination, basic interviewing for academic projects, and maintaining records. Eager to learn HR processes including recruitment, training, and employee relations while supporting smooth administrative operations.

### **TOSHNIWAL INDUSTRIES PVT LTD**

2019 - 2021

#### **Production Assistant (Supervisor Support)**

Supports the Production Supervisor in daily operations, manages documentation and production records, coordinates workflow, and oversees the team in the supervisor's absence to ensure targets and quality standards are met.

## EXPERIENCE

### **ADAMAS BACKEND SERVICES PVT LTD**

January 2025 - December 2025

#### **Tele Sales Executive**

Contacts customers, explains products, and drives sales through effective communication. Understands customer needs, negotiates pricing, and closes deals. Maintains accurate sales records, updates customer details, ensures timely follow-ups, and achieve goals.