



Nishi Sharma

Dedicated and detail-oriented professional with strong communication, organizational, and problem-solving skills. Eager to contribute to a dynamic team where I can apply my knowledge, grow professionally, and support the organization's success. Committed to continuous learning and delivering high-quality results in fast-paced environments.

CONTACT

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📍 37/36 Namnair Idgah
Crossing Road, Agra

SKILLS

Office Administrator ■ ■ ■ ■ ■

Document Handling & Filing ■ ■ ■ ■ ■

Ms Office (Word, Excel) ■ ■ ■ ■ ■

Data Entry & Record Keeping ■ ■ ■ ■ ■

Typing Speed & Efficiency ■ ■ ■ ■ ■

Purchase Order Processing ■ ■ ■ ■ ■

Vendor Coordination & Stock Management ■ ■ ■ ■ ■

Time Management ■ ■ ■ ■ ■

Multitasking ■ ■ ■ ■ ■

EXPERIENCE

Medcure Organic Pvt Ltd

Purchase & Stock Manager

Nov 2024 - Jun 2025

Manage day-to-day purchase operations, including vendor coordination and stock procurement. Monitor inventory levels and ensure timely ordering of essential supplies. Maintain detailed records for all purchases and stock entries. Oversee general office administration to ensure smooth internal operations. Coordinate with accounts and logistics teams for efficient order processing.

Saber Technologies Pvt Ltd

Proctoring

Jul 2020 - Sept 2024

Supervised and coordinated a team of online exam proctors for international examinations, ensuring smooth execution across multiple time zones. Resolved technical issues and candidate queries in real-time, maintaining a professional and supportive environment. Monitored examination processes for compliance with international testing standards and protocols. Trained new team members and maintained regular communication to ensure high team performance and accountability. Handled emergency situations and escalations with prompt decision-making and clear reporting.

EDUCATION

10th- 1st Division From Central Board Of Secondary Education

D.B.M Senior Secondary High School

2012 - 2013

12th- 1st Division From Central Board Of Secondary Education

D.B.M Senior Secondary High School

2014 - 2015

Bachelor Of Commerce- 2nd Division From Agra College

Dr Bhimrao Ambedkar University, Agra

2015 - 2018

Master Of Business Administration- 1st Division From R.B.S Management Technical Campus, Agra

**Problem-
solving**



Dr A.PJ.Abdul Kalam Technical Campus University, Lucknow
2018 - 2020

LANGUAGES

English

Hindi

INTEREST

Dancing, Shopping, Traveling

PROFESSIONAL SUMMARY

Highly organized and dedicated professional with experience in office administration, customer support, data entry, purchase operations, and stock management. Proven ability to supervise teams, resolve technical issues, and manage inventory processes with precision. Committed to ensuring efficient workflows, vendor coordination, and high-quality service in fast-paced environments.