



# MANISH KUMAR SHARMA

Phone: +919157182329

E-mail: manish18sh@gmail.com

Address : Ahmedabad , Gujarat ( India )

**“Everything you can imagine is real.”**

## PROFILE

---

Intend to build a remarkable career and willing to work in challenging and new environment . I am looking to work in management and explore new dimensions of business .

## EXPERIENCE

---

### CHIEF EDITOR (INTERN)

#### **PARK Expressions (2019 May - December )**

- Providing assistance to crews of various departments.
- Manage and oversee the content produced .
- Planning, organizing, managing and coordinating various types of events
- Deciding the locations of the events.
- Coordinating with the team for good flow of the work.
- Lead team to set up stage for event.
- Coordinate meetings with clients determine details about events.
- Budget planning .

### PROJECT MANAGER

#### **YashvilmpEx Ltd (Cameroon ) (2018 Jan- 2019 April )**

- Doing interpretation of french and english.
- Managing team and instructing objectives to the team .
- Laying out working strategy and plan .
- Handling meetings and communication department .
- Managing team work and coordinating.
- Recruiting candidates , resolving employee issues
- Handling the management and operations.
- Negotiating contracts , over see expense and finance of the project .

### MARKET RESEARCH ANALYST ( FRENCH EXPERT )

#### **Action Edge LLP Ahmedabad (India) (2017 July -2018Jan )**

- Doing survey on projects of Media and Satellite television in France.
  - Understanding the new markets trends and preparing the reports based on the data collection .
  - Delivering the objectives of the projects before deadline.
  - Communicating and carrying out research with top level position employees of the companies.
-

## EDUCATION COUNSELLOR

**Alliance Francaise d'Ahmedabad (India) (2017 Feb- 2017 June )**

- Coordination and communicating information between the pedagogy and french embassy .
- Manage translation documents and enquiry in french and english .
- Manage cultural activities and events .
- Handle accounts and administration work .
- Providing information about course and counseling.

## CUSTOMER CARE EXECUTIVE

**Inverse Bpo (Ahmedabad , India ) (2015 Aug- 2016 Dec)**

- Provide information about the educational programs
- Educational based counselling for students looking to further their studies .
- Advice customers regarding the choice of courses .
- Understand the candidates profile .

## EDUCATION

---

### FRENCH DIPLOMA

**Alliance Francaise d'Ahmedabad  
A1 ,A2 ,B1(2016 - 2017) and B2 (2019).**

### FRENCH THEATRE

**Alliance Francaise d'Ahmedabad (2017)**

### FRENCH GRAMMAR WORKSHOP

**Alliance Francaise d'Ahmedabad (2017)**

---

## SPANISH CERTIFICATE

Gujarat Vidyapith (2016)

## BCOM

SunRise University (2012 - 2015)  
Graduated with A division

## HIGHER SECONDARY SCHOOL

Airport School Ahmedabad (2012)  
Graduated in Science with B division

## SENIOR SECONDARY SCHOOL

Army School Ahmedabad (2010)  
Graduated with A division

## SKILLS

---

- Bilingual and do interpretation easily.
  - Ability to work under pressure .
  - Ability to grasp new technical things quickly,
  - Team worker ,
  - Time Management .
  - Motivating people ,
  - Adaptive and communicative.
  - Management Skills .
  - Cost Anaylsis
  - Negotiation Skills .
  - Leadership and Team Management.
  - Analytical ability.
  - Attention to detail.
  - Verbal and written communication skills of english and french .
-

# LANGUAGES

---

ENGLISH , HINDI ,  
FRENCH

- Speaking , Listening , Writing , Reading

SPANISH

- Reading
-