Harsh Sharma

Aspiring project manager

Aspiring Administrative Assistant that would like to secure a challenging position within a dynamic company which will allow me to demonstrate my creative skills and education!



harshsharma260399@outlook.com

+91 9157 101 181 +255 676 197 007

Citizen: INDIA

EDUCATION

Advanced diploma in business administration majoring project management- 3 years

George brown college - Toronto, Canada

2017 - 2019 2.03GPA

Courses

Project management

 Professional Communications

Mathematics

Marketing

Economics

Business Management

Accounting

 International Business Logistics and Supply Chain Management

Business Law

Human Resources

WORK EXPERIENCE

Administrative Assistant PRAYOSHA SERVICES LTD.

2019 - Present

Edmonton, Canada

Achievements/Tasks

- Organizing schedules and meetings!
- Helping new recruiters buildup project presentations through training which guarantee stakeholder alignment!
- Assigning work to trainees with financial records, preparing reports, assisting with budget!
- Updating daily progress reports and ideas for new project proposal!
- joining collaborative marketing strategies to boost organization visibility in the market!

Contact: Pratik Patel- Director info@prayoshaservices.ca +(1) 825-925-9999

SKILLS

Risk management

Critical thinking

Adaptability

Proactive at forming positive relationships with staff and networking with colleagues in order to build mutually beneficial relationship at work place

PERSONAL PROJECTS

Patio renovation- educational project (2017 - 2019)

- Successfully newly renovated patio within the project scope!
- project accomplished within the project budget and saved thousands by connecting economically brand stakeholders adding to advertisement-based savings and 100% natural wood!
- hit the milestones before project deadline by couple days thus giving extra time for any modification in project!

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Gujarati

Full Professional Proficiency

INTERESTS

Travelling

Presentations

Adventures

Music

Martial arts



GEORGE BROWN COLLEGE

THE BOARD OF GOVERNORS OF GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY ON THE RECOMMENDATION OF THE FACULTY AND BY THE AUTHORITY VESTED IN IT BY THE PROVINCE OF ONTARIO, CANADA CONFERS ON

HARSH VIJAYKUMAR SHARMA

THIS

ONTARIO COLLEGE ADVANCED DIPLOMA

UPON FULFILLMENT OF ALL THE REQUIREMENTS FOR

BUSINESS ADMINISTRATION - PROJECT MANAGEMENT

GIVEN AT TORONTO, CANADA THIS 18TH DAY OF APRIL, 2019

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REGISTRAR	THE BOARD OF GOVERNORS	PRESIDENT
DEAN	OF OF OF ORDER	M.h.i. CHANCELLOR



George Brown College

Official Document Cover Page

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Page: 1

Student Name: Harsh Vijaykumar Sharma

Student ID: 101089068 Date of Birth: 26-MAR Date Issued: 13-AUG-2024

Course Level: Credit

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OFFICIAL STUDENT TRANSCRIPT

Transcript valid only if bearing official signature of Registrar

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	MATH FOR BUSINESS & MGMT. I		
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Winter 2018			
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Bus. Admin-	Project Mgmt (Coop)		
ACCT 2031	MANAGERIAL ACCOUNTING	3.00 B-	
	SMALL BUSINESS MANAGEMENT	3.00 D	
COMP 1115	BUSINESS COMPUTER APPS. II	3.00 B+	9.90
	NUTRITION	3.00 C-	
MATH 1095	MATH FOR BUSINESS & MGMT. II	3.00 D	3.00
IGMT 1018	INTERNATIONAL BUSINESS	3.00 C	6.00
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	BUSINESS STATISTICS		3.90
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OFFICIAL STUDENT TRANSCRIPT

Page: 2

Student Name: Harsh Vijaykumar Sharma

Student ID: 101089068

Date of Birth: 26-MAR

Date Issued: 13-AUG-2024

Course Level: Credit

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SUBJ	NO.		COURSE TITLE		CRED	GRD	PTS	F
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1GMT	3006	STRATEGIC	ANALYSIS		3.00	В	9.00	
1GMT	3031	PROJECT M	GMT. CASE ST	UDIES	3.00	B-00	8.10	
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Notes:

Two types of averages are used. The term / semester Grade Point Average (G.P.A.) is based on the courses taken in a single term / semester, while the Cumulative Grade Point Average (C.G.P.A.) takes into account all credit courses taken at the time of calculation.

A term/semester G.P.A. value of 1.70 (Diploma/Certificate Program) or 2.3 (Degree Program) is the minimum qualification for promotion from one term/semester to the next. A cumulative G.P.A. value of 1.70 (Diploma/Certificate Program) or 2.3 (Degree Program) is the minimum graduation requirement.

A cumulative G.P.A. value of 3.50 (Diploma/Certificate Program) or 3.7 (Degree Program) is the minimum requirement for HONOURS.

College policies regarding the clearing of failures and Divisional requirements are considered in addition to the above. Refer to Division promotional policies for program specific requirements.

ORED – Credit is defined as – One credit equals one hour of instruction per week over the duration of the term/semester. PTS – Points is defined as – the product of the CRED and GRD (Grade Point Value Equivalent).

Course Descriptions are obtained by contacting the Academic Department.