

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 build up 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

Good Interpersonal and communication skills with the ability to liaise at all levels

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

Motivation

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

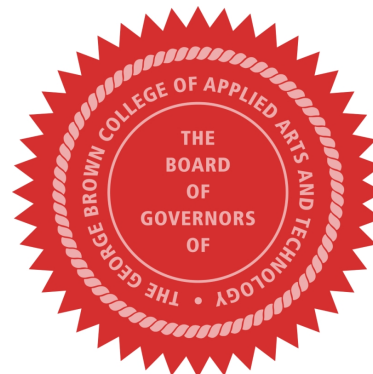
GIVEN AT TORONTO, CANADA THIS 18TH DAY OF APRIL, 2019

A handwritten signature in black ink, appearing to read "Chris Lawson", written over a horizontal line.

REGISTRAR

A handwritten signature in black ink, appearing to read "Dustin", written over a horizontal line.

DEAN



A handwritten signature in black ink, appearing to read "A. Adams", written over a horizontal line.

PRESIDENT

A handwritten signature in black ink, appearing to read "M. H. H.", written over a horizontal line.

CHANCELLOR



George Brown College

Official Document Cover Page

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For details about George Brown College's grading scales, academic standing and continuance policies, please refer to [this grading table](#).

For more information regarding electronic documents, see Recipient FAQs (employers, institutions, security and legal validity, verifying documents) <https://mycreds.ca/verifiers/#verify-faq>.



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OFFICIAL STUDENT TRANSCRIPT

Student Name: Harsh Vijaykumar Sharma
Student ID: 101089068
Date of Birth: 26-MAR
Date Issued: 13-AUG-2024
Course Level: Credit



Transcript valid only if bearing official signature of Registrar

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS R
Course Level: Credit				
Major : Bus. Admin - Project Mgmt				
Degrees Awarded: Ontario College Advanced Dip. 18-APR-2019				
Ehrs: 109.00 GPA-Hrs: 109.00 QPts: 221.70 GPA: 2.03				
Primary Degree				
Major : Bus. Admin - Project Mgmt				
INSTITUTION CREDIT:				
Winter 2017				
Faculty of Business				
Business Admin. - Acctg. (Coop)				
ACCT 1001	ACCOUNTING FUNDAMENTALS I	5.00	C	10.00
BUS 1038	BUSINESS CONCEPTS I	3.00	B+	9.90
COMM 1003	ENGLISH SKILLS	0.00	P	0.00
ECON 1031	MICROECONOMICS	3.00	D	3.00
MATH 1027	BUSINESS MATH WITH REMEDIATION	0.00	P	0.00
Ehrs: 11.00 GPA-Hrs: 11.00 QPts: 22.90 GPA: 2.08				
Spring 2017				
Faculty of Business				
Business Admin. - Acctg. (Coop)				
ACCT 1012	ACCOUNTING FUNDAMENTALS II	6.00	F	0.00
COMM 1007	COLLEGE ENGLISH	3.00	B	9.00
ECON 1032	MACROECONOMICS	3.00	C+	6.90
FIN 1011	FUNDAMENTALS OF FIN. PLANNING	3.00	D	3.00
MATH 1021	MATHEMATICS OF FINANCE	3.00	F	0.00
PSY 1129	ORGANIZATIONAL BEHAVIOUR	3.00	B-	8.10
Ehrs: 12.00 GPA-Hrs: 21.00 QPts: 27.00 GPA: 1.29				
Fall 2017				
Faculty of Business				
Bus. Admin-Project Mgmt (Coop)				
BUS 1040	PROJECT MANAGEMENT	3.00	C-	5.10
COMM 1034	PROFESSIONAL COMMUNICATIONS I	3.00	B+	9.90
COMP 1010	BUSINESS COMP APPLICATIONS I	3.00	D+	3.90
***** CONTINUED ON NEXT COLUMN *****				
SUBJ NO. COURSE TITLE CRED GRD PTS R				
Institution Information continued:				
HRM 1008	FUNDAMENTALS OF HR MANAGEMENT	3.00	D+	3.90
MARK 1020	PRINCIPLES OF MARKETING I	3.00	C+	6.90
MATH 1008	MATH FOR BUSINESS & MGMT. I	3.00	D	3.00
Ehrs: 18.00 GPA-Hrs: 18.00 QPts: 32.70 GPA: 1.82				
Winter 2018				
Faculty of Business				
Bus. Admin-Project Mgmt (Coop)				
ACCT 2031	MANAGERIAL ACCOUNTING	3.00	B-	8.10
BUS 1041	SMALL BUSINESS MANAGEMENT	3.00	D	3.00
COMP 1115	BUSINESS COMPUTER APPS. II	3.00	B+	9.90
GSCI 1045	NUTRITION	3.00	C-	5.10
MATH 1095	MATH FOR BUSINESS & MGMT. II	3.00	D	3.00
MGMT 1018	INTERNATIONAL BUSINESS	3.00	C	6.00
Ehrs: 18.00 GPA-Hrs: 18.00 QPts: 35.10 GPA: 1.95				
Spring 2018				
Faculty of Business				
Bus. Admin-Project Mgmt (Coop)				
BUS 1044	BUSINESS LAW	3.00	B-	8.10
GHUM 1065	SEXUAL DIVERSITY	3.00	B	9.00
MARK 1002	PROFESSIONAL SELLING	3.00	B+	9.90
MGMT 2032	ADV. PROJECT MANAGEMENT TOOLS	3.00	A	12.00
MGMT 4009	OPERATIONS MANAGEMENT	3.00	C	6.00
STAT 1012	BUSINESS STATISTICS	3.00	D+	3.90
STS 1037	CAREER PLANNING & DEVELOPMENT	2.00	A+	8.00
Ehrs: 20.00 GPA-Hrs: 20.00 QPts: 56.90 GPA: 2.85				
Fall 2018				
Faculty of Business				
Bus. Admin-Project Mgmt (Coop)				
BUS 1055	LOGISTICS & SUPPLY CHAIN MGMT.	3.00	D+	3.90
***** CONTINUED ON PAGE 2 *****				



P.O. Box 1015, Station B,
 Toronto, Ontario, Canada
 M5T 2T9
 416-415-2000
 www.georgebrown.ca

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SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:					
COMP 1113	PRINCIPLES OF E-BUSINESS I	3.00	D	3.00	
GSSC 1058	INTRODUCTION TO PSYCHOLOGY	3.00	D	3.00	
MGMT 1020	MANAGEMENT DECISION-MAKING	3.00	D	3.00	
MGMT 2026	SUCCESSFUL PROJECT MANAGER	3.00	D	3.00	
Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 15.90 GPA: 1.06					
Winter 2019					
Faculty of Business					
Bus. Admin - Project Mgmt					
BUS 3015	APPLIED BUSINESS PLANNING	3.00	B-	8.10	
HUM 1087	SUCCESSFUL SOCIAL RELATIONS	3.00	D	3.00	
HRM 2027	COACH. FOR EFF. PERFORM. MGMT.	3.00	D	3.00	
MGMT 3006	STRATEGIC ANALYSIS	3.00	B	9.00	
MGMT 3031	PROJECT MGMT. CASE STUDIES	3.00	B-	8.10	
Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 31.20 GPA: 2.08					
***** TRANSCRIPT TOTALS *****					
	Earned Hrs	GPA Hrs	Points	GPA	
TOTAL INSTITUTION	109.00	118.00	221.70	1.88	
OVERALL	109.00	118.00	221.70	1.88	
***** END OF TRANSCRIPT *****					

