ANISHA SHARMA

Profile

I am hardworking and self-motivated individual with creative ideas. I am always looking for new challenges to enhance both personal and professional skills.

My background is in pure Science field (M.Sc. Zoology) and I have completed my Masters with Environmental Biology as Specialization. I started out as a Web Developer in the year 2000. Have a working experience in an Entrepreneurial environment. Starting out as a designer and developer in IT, I have worked on various languages and platform. I have a vast experience in marketing, sales and business development. I can manage projects of any scale for the company. Have helped many entrepreneurs launch their projects online.

Currently, I am looking forward to use my extensive knowledge in improving the academic excellence of children in Science, Maths, English and Communications & IT. With an excellent track record of success with the children, I offer you the following:

- Excellent communication skills

- Superior oral and written skills, refined interpersonal skills

- Effective motivational skills

- Efficient in training people with hands-on experience with Technical skills in IT.

- Enthusiasm, loyalty, integrity, motivation, and good judgment

Team worker

Eager to learn, harmonious and a total team player. Firm believer in cooperation and communication amongst team members.

Enthusiastic

Proactive reader of blogs, books and

News on Science, Technology and Environment

Creative

Able to develop and integrate **creative ideas**.

Self-motivated

I am completely **solutions and result oriented**

Hardworking	**Solution Oriented**
Able to **multi-task** and willing to put in my skin in the game, if required**.**	In any given scenario I like to find out all the plausible ways to resolve a problem, take the best option and work towards attaining the solution.

AREAS OF EXPERTISE

Applicable Skills :

Personal	**Technical**
Great Attitude	Excellent Communicator	Creative Problem Solver	Strong Work Ethic	Outgoing	Dynamic	Curious	Masters in Zoology (Spl : Environmental Biology) Gold Medalist. Keen interest in Science, Technology and Environment related projects

Able to work independently in a fast paced and rapidly changing environment. Can identify opportunities. Build business in new markets and areas. Can persuade people effortlessly. Adept in marketing and delivering the sales pitch. Developing and motivating teams to do better. Comfortable in dealing with all ranks, be it, CEO, Senior Managers or Executives. Developing business relationships through networking. Can communicate complex technical data and statistics clearly in terms that layman can also understand them. Ability to win and retain long-term high quality clients as well as recurring business.

- Web Design: Dreamweaver, HTML, XHTML, CSS
- Graphics: Fireworks, Photoshop
- Open Source CMS : Drupal, WordPress, Joomla, OsCommerce, X-Cart
- Programming: PHP/MySQL , ASP, VB, JavaScript, Java,
- Payment Gateway Integration Modules
- Database: Mysql, SQL
- Well versed with Eclipse
- Mobile Applications development for Android phones using Eclipse
- SEO: Link building, content optimization, keyword research
- Administrative: Microsoft Office – Word, Excel, Powerpoint

Work History:

Online Academic Trainer, MyTutorialAcademy (March 2017 – present)
Responsible for the planning the teaching methodologies, the lesson-plans, schedule for the children of grades 6-12. Evaluation of students based on their performances, assisting in skills development and helping the child to identify and nurture their hidden talents.

Project Manager (Clients and Project), Acumen Software (2006 – 2016)

Responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. Coordination between the technical team (IT developers) and the clients. Maintaining the strategies and keeping the workflow smooth by managing the team of developers and supporting the staff. Communication is my key strength.

My role as the project manager encompassed many activities including:

- Planning and Defining Scope
- Activity Planning and Sequencing
- Resource Planning
- Developing Schedules
- Time and Cost Estimation
- Documentation

- Managing Risks and Issues
- Monitoring and Reporting Progress
- Team Leadership
- Strategic Influencing
- Controlling Quality
- Benefits Realisation

Bidding and Relationship Manager (Clients and Project), Acumen Software (2002 – 2004)

Act as an ambassador to drive increased offshore participation in the sales process. **As a Bid manager**, I was responsible for the proposal of bids to existing or prospective clients for projects. I would ensure the smooth running of the bid for a project within the correct time and financial parameters, and manage the relationship with the client. Assess what information is required, coordinate the response material from all parties involved, and ensure that the completed submission puts forward the best possible response in terms of completeness, appropriateness and that it demonstrates the best added value options to the end-Client.

As a **business relationship manager** my role was to bridge that gulf and align the demands of two very different groups to facilitate, for example, the smooth adoption of new technologies by business users. I would be the liaison between the businesses/clients and the team of IT and developers.
In this role, both my business acumen as well as technological skills were put to test.

Business Development (Manager IT), Acumen Software (2000 – 2002)

Responsible for developing and maintaining commercially productive relationships with both new and old clients. A creative and inventive thinker, who craves a challenge and who is not afraid to work outside my comfort zone. I am a motivated team player who consistently aims to push revenue expectations and exceed goals. My superb communication skills helps me to build up rapport easily, open up clients, find out exactly what they need, and then present them with a wide range of services and solutions. Pragmatic and results oriented, with a focus on bottom line results, I have a track record of achieving and exceeding the standards of performance set out for any projects.

WebMaster & Business Development, Graffiti (1999 - 2000)

Managed development and implementation for Web sites and supporting systems. Oversaw coding, database and software design, software development, systems integration and consolidation, and compliance. Planned and led complete project and software development life cycles.

Applications: *Advanced:* MS Word, Excel, Outlook, and Access; Macromedia Dreamweaver, and Flash; Adobe PhotoShop and ImageReady. General: MS PowerPoint; Adobe Illustrator
Languages: *Advanced:* HTML /DHTML; XML; CSS; JavaScript; Visual Basic ; C/C++; Java. General: ActionScript
O/S: *Advanced:* Linux, Windows XP and Server 2003

Academic History:

M.Sc (Environmental Biology - Gold Medalist), 1996 - 1998
V V College, Koti
Osmania University

B.Sc (Botany, Zoology and Chemistry), 1993 - 1996
St. Francis Degree College for Women, Begumpet
Osmania University

Academic Trainer CMC (1998 – 1999)
Taught UNIX and C language classes to students

Certified Web Master 1999 - 2000
World Wide Web Institute, affiliated through the WWWI, Geneva, Switzerland
Doing this course allowed me to improve my technical knowledge in the field of Web Applications , Web site development and Server Administration, including security and e-commerce.
Became hands-on with various technologies including Perl, ASP, VB, JavaScript, VBScript, Client Server interactions, Management of server and applications etc.

Diploma in Computer Applications 1998 - 2000
CMC, Delhi
This course introduced me to the field of Computers, Windows as well as Linux platforms.
Programming in basic languages like Unix, C and C++.

Extra-Curricular Activities

- Rewarded and appreciated for participation in activities such as Declamations, Elocutions, Dance, Drama/Theatre, Stage plays, Street Play, Creative Writing.
- Active in sports. Represented School and College in Basket Ball, Kho-Kho, High Jumps.
- Worked in media as a Model for designers, for newspapers editions (Deccan Chronicle) as well as for ETV, Hyderabad.