

LAKSHMITA SHARMA



I am enthusiastic and detail-oriented. I've always been someone who enjoys adapting and learning new things. After working as an office secretary for a while, I decided to dive into the world of AI training, where I picked up some great technical skills and got to explore the latest technologies. My love for helping people then led me to a role as a front desk executive, where I get to combine my administrative background with my passion for customer service and communication. With my diverse experience in office management and working closely with people, I focus on creating a friendly and efficient environment for everyone, whether it's staff or students.



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EDUCATION

KENDRIYA VIDYALAYA (CBSE)

SECONDARY EDUCATION

2012-2014

ASSAM RIFLES INSTITUTE OF INFORMATION TECHNOLOGY

DIPLOMA IN COMPUTER EDUCATION

2014-2015

INDRIDA GHANDHI OPEN UNIVERSITY

BACHELOR OF ARTS

2023-2026

EXPERTISE

- MS OFFICE
- OFFICE ADMINISTRATOR
- MANAGEMENT
- CUSTOMER MANAGEMENT
- RESILIENCE
- ORGANISED

LANGUAGE

- ENGLISH
- HINDI
- BENGALI
- NEPALI
- MANIPURI

HOBBIES

- SKETCHING
- GAMING
- SINGING
- DANCING

WORK EXPERIENCE

SANSKRITI GANGA TRUST

2018-2023

OFFICE SECRETARY

- Liaising with relevant organization and clients.
- Maintaining diaries and arranging appointments.
- Managing calls emails and handling correspondence.

REMOTASK, OUTLIER

2023-2024

AI TRAINER, FREELANCER

- Fine-tuning and debugging AI models: to enhance accuracy, efficiency, and generalizability.
- Designing and implementing training strategies for AI models, including supervised and unsupervised learning techniques.
- Synthesizing raw, unfiltered data to build well-organized unbiased data sets.

THE PRODIGIES INTERNATIONAL SCHOOL

FRONT DESK EXECUTIVE

2024-2025

- Performing administrative duties.
- Addresses needs and resolve concerns and complaints.
- Maintain accurate records of travel bookings, expenses and related documentation.