



Tunisha Sharma

Contact

tunisha.818@gmail.com

Bokaro, Jharkhand

6205638227

Skills

Computer Proficiency

Proficient in Canva

Skilled in email drafting

Advanced knowledge of MS Word

Advanced knowledge of MS Excel

Creative

Proficient in video editing

Languages

हिंदी

English

Education

(2019 - 2022) Graduation

BBMKU, Dhanbad

Graduation in English HONS from BBMKU
(2019-2022) 68%

(2019)

JAC, Board

Intermediate in arts JAC BOARD 2019
63%

About me

I am an analytical and detail-oriented individual eager to learn and adapt in an operations role. My problem-solving skills and ability to grasp complex processes quickly make me a strong candidate. With a proactive approach and keen interest in process optimization, I am ready to contribute and grow in the field of operations analysis.

Experience

Video Editor

Keeplee, Bokaro, Jharkhand | Feb 2023 - Dec 2024

Created mixed media animations and motion graphics for various projects.

Designed professional Canva templates for branding and marketing materials.

Edited and refined videos to enhance storytelling and visual appeal.

Collaborated with teams to develop engaging content for diverse audiences.

Freelance Video Editor

Dhara Amrut Organic Fertilizer | Krishi Vidya | Various Clients | Dec 2024 - Present

Managed multiple video editing projects with tight deadlines.

Provided customized video solutions based on client requirements.

Developed strong organizational and time management skills.

Applied creative problem-solving techniques to enhance video quality.