

# Nikhil Sharma

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## Professional Experience

**Farming, Sharma Orchards (Own Business)**

01/2020 – 09/2024 | Shimla, India

- **Planned, planted, and maintained apple, pear, and cherry orchards** for optimal yield and quality.
- **Managed pruning, fertilization, pest control, and irrigation schedules** to ensure tree health and productivity.
- **Supervised harvesting processes** to maintain fruit quality and minimize losses.
- **Managed sorting, grading, packaging, and storage** for market readiness.
- **Built relationships with wholesalers, retailers, and direct consumers** to sell farm produce.
- **Oversaw farm budgeting, cost control, and financial planning**, including pricing, invoicing, and financial transactions.
- **Hired, trained, and supervised farm workers and seasonal laborers** to ensure efficient operations.
- **Ensured compliance with labor laws, safety regulations, and productivity goals** to maintain legal and ethical standards.
- **Coordinated transportation, storage, and timely delivery of produce** to meet market demands.
- **Managed relationships with suppliers** for farm inputs like seeds, fertilizers, and equipment.
- **Researched and applied modern, sustainable farming techniques** to improve efficiency.
- **Implemented eco-friendly practices** to enhance soil health and reduce environmental impact.

**Night Fill Team Member, The Warehouse Ltd.**

08/2018 – 11/2019

Queenstown, New Zealand

- Managed various store operations, including **sales, inventory management, batch settlement, sales reporting, and self-checkout counters**.
- **Oversaw the reconciliation of goods received, recoveries, drop and fill, and general housekeeping** to maintain an organized and efficient warehouse environment.
- **Planned and assigned work schedules**, ensuring optimal staff allocation for smooth overnight operations.
- **Managed shelf restocking in FIFO (First In, First Out) order** to maintain product freshness and availability.
- **Conducted physical inventory counts** to identify lost, damaged, or misplaced stock, ensuring accuracy in stock records.
- **Resolved operational challenges efficiently**, coordinating with different departments to **minimize delays and ensure seamless warehouse operations**.

**Duty Manager, DLF Magnolias Club**

04/2015 – 12/2017 | Gurugram, India

- **Business Center & Front Office Head** for a luxury residential complex with 1,400 apartments, reporting directly to the AGM.
- Coordinated with **Food & Beverage (F&B) teams** to manage guest feedback, resolve complaints, and enhance service standards.
- Oversaw **cost control, shift management, vendor relations, and operational efficiency** to optimize club services.
- Managed **movie theater bookings & screenings, recreation and banquet sales, and guest inquiries**, ensuring a seamless experience for residents.
- Worked closely with the **Club Manager on operations, budgeting, and strategic planning** to maintain service excellence.
- Handled **cash transactions, batch settlements, financial reporting, and assisted auditors** in annual financial audits.
- Led **new associate inductions**, training staff for smooth integration and high service standards.
- **Coordinated with housekeeping teams** to ensure all club facilities, common areas, and guest spaces were clean, well-maintained, and met high hygiene standards.

## Management Trainee,

06/2014 – 12/2014 | Singapore

*D & N PTE LTD. Akatombo Restaurant*

- **Managed restaurant and kitchen day opening**, ensuring smooth operations from the start of service.
- **Prepared salad bar and TDH Japanese orders**, adhering to recipes and quality standards.
- **Prepared the kitchen for the next day**, including mise en place and setup.
- **Handled kitchen inventories and weekly stock orders**, ensuring adequate supplies and placing orders with suppliers.
- **Worked as F&B Assistant**, assisting with front-of-house operations, customer service, and ensuring a positive dining experience.
- **Served as a cashier**, handling transactions, managing cash flow, and providing excellent customer service at the point of sale.

## Front Office Assistant, *Bloomrooms Hotel*

06/2012 – 07/2013 | New Delhi, India

- **Managed check-in/check-out and cash register transactions** accurately and efficiently.
- **Performed night auditing**, reconciling daily financial records.
- Addressed **guest complaints and feedback**, ensuring prompt resolutions.
- **Handled reservations and room allotment**, ensuring optimal guest experience.
- Provided information on **hotel services** and local attractions.
- Maintained **guest records** and ensured data accuracy.
- **Coordinated with housekeeping** to ensure room readiness and resolved guest issues promptly.
- **Handled guest inquiries** via phone, email, and in-person, providing exceptional service and fostering positive guest relations.

## Trainee, *Radisson*

01/2011 – 05/2011 | Shimla, India

### Front Office (3 Months)

- **Greeting guests**, maintaining **arrival and departure register**, and ensuring smooth check-in/check-out processes.
- **C form submission** and other necessary documentation for guest records.

### Food & Beverage Service (1 Month)

- **Managed room and restaurant clearance**, ensuring cleanliness and orderliness.
- **Handled In-Room Dining (IRD)** and other guest service requests.

### Housekeeping (10 Days)

- Provided **turndown service**, room service, and **evening service** to enhance guest experience.

### Purchase Department (20 Days)

- **Database management**, ensuring accurate records of supplies and purchases.

## Education

### Graduate Diploma in Hospitality and Management,,

*Southern Institute of Technology*

06/2018 – 05/2019

Queenstown, New Zealand

### Post Graduate Diploma in Hospitality and Management,,

*Dimensions International College*

08/2013 – 05/2014 | Bukit Timah, Singapore

### Bachelors in Hospitality and Management,,

*Rayat& Bahra College (P.T.U.)*

08/2009 – 05/2012 | Mohali, India

### 12TH, Hainault Public School C.B.S.E Board

07/2006 | Shimla, India

### 10th, Hainault Public School C.B.S.E. Board

05/2004 | Shimla, India

## Languages

English, Hindi, and Punjabi

## Awards

### Best Employee

- Best Trainee of the month Radisson Jass, Shimla
- Best Employee of the month at Bloomrooms (New Delhi).
- Best Employee of the month at DLF (Gurgaon).

## Career Objective

A strong team player with a high sense of ethics, I put my best foot forward to increase the throughput of work assigned to me. I seek a competitive and challenging environment where I can serve your organization and establish a career.

## Certification

**SAP Certification, SAP S/4 HANA Sourcing and Procurement 1709 SAP ECC Application Associate – Procurement with SAP ECC 6.0**

09/2021 – 12/2021 | Shimla, India

SAP Focus Areas:

- Enterprise Structures, Master Data Management, Classifying Materials in the MM module.
- Procurement processes like stock transfer, sub-contracting, vendor consignment, and pipeline.
- Implementing Purchasing Process, Inventory Management, Inventory Valuation, Invoice Verification, MRP, and CBP in the MM module.
- Sound knowledge of SAP HANA database and SAP S/4 HANA Business Suite.

**Diploma in Industrial Computer Accountant**

06/2008 – 06/2009

- Specialized in **Banking Computer Applications** and **Tally** software for financial management and accounting.
- Gained practical experience in **financial analysis, reporting, and managing accounts** using industry-standard accounting tools.

## Hobbies

Traveling, Hiking, Playing Cricket & Snooker and Listening to music.