

PAWAN SHARMA

Operations Executive

STS-Group, Abu Dhabi

Contact: +971 52 845 2366

Email: Sharma.pawan90@yahoo.com



CAREER OVERVIEW

Seeking a challenging career opportunity which would help me to utilize my academic background that assist me to gain experience, employ my excellent interpersonal skills, and enable me to make a positive contribution.

SUMMARY OF EXPERIENCE

Operations Executive, STS-Group (From Feb 2019 till date).

- Liaise with ADNOC and ENOC for fueling requisitions & operations.
- The ADNOC Smart Tag System for all vehicles of BBT (Bright Bus Transport) STS Group has been managing professionally.
- ADNOC fuel delivery through online portal, Which is being successfully operated for AUH as well as Sharjah branch.
- The Washing System for all vehicles of BBT (Bright Bus Transport) STS Group has been managing professionally.
- Managing the in-house fueling station, adhering to the HSE requirements by the Corporate HSE department and the local Government agency.
- Maintaining daily, weekly, monthly fuel & washing reports professionally in excel and submitting to the Branch Manager and the Corporate Finance.
- Ensuring all invoices, POs are appropriately reconciled and delivered to Finance for their records on a regular basis.
- Providing post-accident training to all concerned staff as scheduled by the Training Manager.

General / Logistics Coordinator, Chirag group of companies (From Jan 2007 until July 2018).

- Managed laborers, materials, and subcontractors for all projects, ensuring timely procurement and testing, detailed records, and efficient inventory coordination.
- Responsible for managing and overseeing all general and logistics coordination between all Projects departments and concerned third parties.
- Procurement and arrangement of all types of materials (including all scaffolding materials) in advance for all projects with coordination of project engineer.
- Arrange vehicles according to the scheduled program for all projects which were provided by the Company Divisions Head.
- Managed and motivated all laborers, organized their amenities and transportation to ensure project targets were met.
- Responsible for maintaining driver's discipline, training and handling their grievances.

Additional Achievement; Assistant Manager Administration/HR at IndiaMART InterMESH Limited, Noida, India (January 2013 - December 2013)

EDUCATIONAL CREDENTIALS

- **Diploma in Computers**
- **B. Com, University of Rajasthan at Jaipur, India in 1999.**
- **Fully aware of MS office, skilled in Excel and MIS reporting.**

PERSONAL DETAILS

Name: PAWAN SHARMA

Father's Name: BIHARI LAL SHARMA

Date of Birth: 28th August 1978

Sex: Male

Marital status: Married

Nationality: Indian

Languages known: English, Hindi & Rajasthani.

Permanent address: V.P.O : ALSISAR, Distt Jhunjhunu, Rajasthan

Personal Interests

- Online Reading.

- Interacting with people.
- Listening to music

Introspection

Enthusiastic, hardworking, dedicated towards work, ability to face challenges, trustworthy and punctual.

I hereby declare that all the above given information are true as per my knowledge.

Date: - May 27, 2024

Pawan Sharma