

SANDEEP SHARMA

Near Bank of Baroda • Post:-Churi- Ajitgarh, Dist: - Jhunjhunu • 00234-8022965158, 009919680592915•
sanmanika81@gmail.com, sanmanika@rediffmail.com

OPERATION MANAGER, WAREHOUSE MANAGER (ADMINISTRATION AND SALES)

- Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an office manager, secretary, administrative assistant and office clerk.
- Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.
- Offer advanced computer skills in MS Office Suite and other applications/systems.

KEY SKILLS

- | | | |
|---------------------------------|-----------------------------------|---------------------------------|
| • Office Management | • Report & Document Preparation | • Records Management |
| • Teambuilding & Supervision | • Spreadsheet & Database Creation | • Meeting & Event Planning |
| • Staff Development & Training | • Accounts Payable/Receivable | • Inventory Management |
| • Policies & Procedures Manuals | • Bookkeeping & Payroll | • Expense Reduction |
| • Client Relation | • Coordinate with Sales Executive | • Analysis Sales and production |

EXPERIENCE

1. Excise Executive (1st Sep. 2001 to Oct.2002)
Work in Chemco Plastic Industries LTD, Silvassa
 - Excise Work
 - Administration work
 - Production In charge
 - Labor Handling work
2. Accounts and Administration (18th Feb,2004 to 25Aug.,2005)
Work in Gaytri Sadan Hotel, Mandawa
 - Handling Hotel accounts
 - Handling all workers of Hotel
 - Handling of all tourist in Hotel and mange facility for tourist at Mandawa Hotel
3. Plant Manger (1st Nov.,2005 to 10th Feb.2009)
Work in Netguard Industries, Dadra & Nager Haveli
Handling Labor and supervisor of Industries.
 - Handling all Transportation work.
 - Check Daily Production Report.
 - All require information sent to Bombay Head office.
4. Lecturer and Dean Account and Computer science Department_(April,2009 to June2011)
Work in Sanatan Dharm Panchyat Sen. Sec School ,Mandawa
 - Lecture of Account and Computer in 12th Class
 - Handling all Students in Commerce and Computer Science
 - Classes handling of all Problems in school and solve.
 - Government Practical Examiner
5. Principle and Team Coordinator_(July,2011 to Dec.2015)
Work in **Granite and Marble Products Ltd, Abuja (Nigeria)**
 - Counter Sales
 - Expert of National & International Exhibition
 - Warehouse and site Team Coordinator

- Market Requirements
- Admin Work at Production Factory Granite and Marble
- Communications with management , client and staff
- Repot analysis for company Marketers
- Project Handling (Material supply and transportation)

6. Sales and Warehouse Operation Manager (Jan,2016 to Till Now)

Work in **Dayak Nig Ltd, Abuja (Nigeria) Granite and Marble with Building Material company**

- Marketing (National & International Market)
- Expert of National & International Exhibition
- Good Team Coordinator
- Watch on Market
- Administration Work at warehouse
- Supply chain of Material
- Communications with management , staff , client and Transporter
- Transportation , Loading and offloading
- Counter Sales , Project Handling
- Inventory Control

EDUCATION

Sr.no	Class	Board/University	Year
1	10 th	Secondary Board ,Ajmer	1996
2	12 th	Secondary Board ,Ajmer	1998
3	B.Com	Rajasthan University ,Jaipur	2001
4	PGDCA	Deemed University, Udaipur	2004
5	M.Com	Rajasthan University ,Jaipur	2008

TECHNICAL SKILLS

MS Office: - MS Word, MS Excel, MS PowerPoint, MS Excess
 DBMS :- C,C++, FOXPRO
 Account :- Tally (All Version), Excel worksheet
 Hardware: - Assemble all type computers
 Installation all software
 Format / Partition Computer HDD
 Internet Familiarity: Excellent internet browsing and searching skills using Google, Yahoo and Msn Search engines.
 Type :- Hindi / English

ACHIEVEMENT AND AWARD

- 1 Participated of act in school Drama and collage level
- 2 Served as captain of Volleyball, Kanoria collage, jhunjhunu(Raj). 2001

PERSONALITY

- 1 Friendly and outgoing.
- 2 Willingness to learn new skills.
- 3 Sets high standards for self.
- 4 Good sense of humor and leadership quality.
- 5 Able to work on own initiative.
- 6 Able to produce results on my own.

LANGUAGE KNOWLEADGE (READ/WRITE/ SPEAK)

English: - YES / YES /YES
Hindi :- YES/ YES/YES

PERSONAL DETAILS

Date of birth :- 11th Oct., 1981
Gender :- Male
Nationality :- Indian
Marital Status :- Married
Languages :- English and Hindi
Interest :- Reading News Paper, Playing Volleyball and Cricket

PASSPORT DETAILS

Passport number :- Z5651213
Place of issue :- CHURI CHATARPURA

Place: ABUJA, NIGERIA

(SANDEEP SHARMA)