

## **CURRICULAM VITAE**

**PINTOO SHARMA**



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### **CARRIER OBJECTIVE :**

To work in challenging atmosphere this provide ample opportunities for learning and growth.

### **PROFESSIONALEXPERIENCE :**

**Preet Machines Ltd, Tronica City, Loni, Ghaziabad (UP)**  
**Working as MIS Project Engineer from 14 Mar 2022 to Oct 2023.**

Job Responsibilities :

- Scope Preparation in excel.
- Preparation of Revision sheet if any revision done in scope.
- Management of all files related to all Projects.
- Preparation of files for bought out items.
- Management of Drawings provided by Design Department.
- Checking of all reports before sending to any client or vendor.
- Perform data analysis for generating reports on periodic basis.
- Provide strong reporting and analytical information support to management team.
- Understand client problems and provide appropriate technical solutions.
- Participate in meetings to resolve recurring client issues.

**Universal Multi State Credit Cooperative Society Ltd, Gorakhpur (UP)**  
**08 Years' Experience as Senior Executive / branch coordinator from Mar 2015 to 28 Feb 2022.**

Job Responsibilities :

- Opening of new accounts RD, FD, MIS, SB.
- Payment of matured policies (RD, FD).
- Payment of interest of MIS policies and withdraw from SB account.
- Calculation of all branch employees as per user id report before branch closing.
- Checking of balance sheet/Cash sheet of self and other 21 branches associated with regional branch.

- Responsible for conducting training of new employees on software.
- Responsible for purchasing of equipment's as per demand of 21 associated branches.
- Responsible for solving software related issues raised by 21 associated branches.
- Preparation of maturity and other reports as per requirement of regional manager.
- Coordination between head office and regional office.
- Responsible for cash transfer from one branch to another/ branches to regional branch.
- Responsible for surprise branch inspection.
- Responsible for solving problems of customers on mail / telephonic call.
- Responsible for sending attendance report monthly to head office.
- Responsible for maintenance of all expenses of regional branch.
- Responsible for events and meetings ordered by superiors / head office.
- If any customer have problem regarding mismatch of payment then responsible for solving their issues through communication with head office / regional office.
- Responsible for making of work report of employees for transfer / promotion.

**Aspee group of companies, Mumbai**

**03 Years Experience in ASPEE Group of Companies as a ERP Coordinator from June 2012 to Feb 2015.**

**Job Responsibilities :**

- To check all stock transfer reports from one godown to another for all companies.
- Checking of production inventory everyday.
- Preparation of sales report present or older as per said by directors.
- Checking of physical stock at all godowns every month with colleagues and verification of data with system stock.
- Deletion/Modification of wrong entries done by employees from different locations.
- Creation of production templates in software for modified equipment's.
- Generation of different documents as per requirement.
- Responsible for all stock related inventory.
- Solving queries of customers on call.
- Responsible for all entry level software related issues.
- Responsible for training of new employees on software.

**OTHER EXPERIENCE:**

- 6 months internship on .Net from Softpro India Computer Technologies Pvt. Ltd.
- 1 Year Experience in Karvy Solutions in Uttar Pradesh as a site supervisor in a govt. project from Feb 2011 to Feb 2012.

### **EDUCATIONAL QUALIFICATION :**

Examination	Discipline	School/College	Board/University	Year of Passing
Graduation	Arts	D.D.U. Gorakhpur	Gorakhpur University	2007
Intermediate	Arts	Kendriya Vidyalaya, Gorakhpur	C.B.S.E	2004
High school	Science	Kendriya Vidyalaya, Gorakhpur	C.B.S.E	2002

### **PROFESSIONAL QUALIFICATION :**

Course Name	Institute Name	Year
Advance Course in .NET Technologies	DOEACC Society, Gorakhpur	2010
MCA	Maharshi Dayanand University, Rohtak	2010
APGDCA	Maharshi Dayanand University, Rohtak	2009

### **COMPUTER SKILL :**

LANGUAGE : C, C++, Visual Basic 6.0, C#, ASP.Net  
 DATABASE : SQL, Oracle, MS - Access  
 OPERATING SYSTEM : Window 98/2000/XP/Vista, Windows 7

### **PERSONAL PROFILE :**

Name : Pintoo Sharma  
 Father's Name : Raj Bahadur  
 Permanent Address : H. No : 035P,  
 Mourya Tola (Dargahiya)  
 Post : Kunraghat  
 Dist : Gorakhpur

**Mobile No.** : +91 7348352222  
**Email id.** : pintoo.127@gmail.com  
**Date of Birth** : 03 Oct 1985  
**Gender** : Male  
**Marital Status** : Single  
**Nationality** : Indian

**AREA OF INTEREST :**

Operating System, Software Development.

**LANGUAGE KNOWN :**

- Hindi
- English

**HOBBIES :**

- Internet Surfing.
- Solving Problems.

**DECLARATION :**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear responsibility for the correctness of the above mention particulars.

**PLACE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

( Pintoo Sharma )