

## RESUME

**Sandeep Singh Tomar**

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### Objective:

I look forward to build a career in a company where I could leverage my abilities, interests and knowledge into a meaningful contribution.

### Present Work experience:

**Organization** : CTS Restoration Products India Pvt. Ltd.  
**Designation** : Sales Manager and Store Incharge  
**Duration** : Dec 1-12-2014- Till Now  
**Technology Used** : MS Word, Excel, PPT, PDF

### Job Profile:

- Managing the production of our high quality service.
- Resolve customer complaints regarding sales and service.
- Prepare budgets and approve expenditures.
- Monitor customer preferences to determine the focus of sales efforts.
- Analyze sales statistics.
- Project sales and determine the profitability of products and services.
- Determine discount rates or special pricing plans.
- Develop plans to acquire new customers or clients, through direct sales techniques, cold calling, and business-to-business marketing visits.
- Assign sales territories and set sales quotas.
- Working closely with clients, vendors, sub-contractors and employees, ensuring exceptional customer service and quality at all times.
- Taking care of stock and availability of material.
- Supplying Conservation material to Renowned museums, private firms, private restorers all over the globe.
- Preparing documents for the e-tender and tender.
- Supervision at the time of packing the material.
- Arrange shipping cost and selection of best courier for shipping the material.

**Organization** : Vishalaakshi Consultants  
**Designation** : Project Coordinator  
**Duration** : 1 year 8 months  
**Technology Used** : MS Word, Excel, PPT, PDF Etc.

### Job Profile:

- Reviewing take-offs with estimating team.
- Managing document control including change orders, billings, field production tracking, purchasing documentation and contract administration.
- Preparing reports and information as requested.
- Coordinating between branch administrative office, team, field employees, sales team, estimating team and branch management on a regular basis.
- Working closely with clients, vendors, sub-contractors and employees; ensuring exceptional customer service and quality at all times.

- **Projects: Development, Design and Implementation of president's Museum in president House Delhi in 2014.**
- **State Bank of India (LHO) , Parliament Stree, c.p.- Photographic Gallery Establishment in 2013.**

**Organization** : CE Info System. (MapmyIndia)  
**Designation** : Data Quality Analyst  
**Duration** : 1 Year 6 Months  
**Technology Used** : Map Info, Auto CAD, Global Mapper, Garmin Yellow GPS, Columbus (Voice GPS), Tin Cam for Camera Drive.

**Job Profile:**

- Collection of data with different sources (point of interests), like, web search, on foot survey, Google Earth, Bing, Wikimapia, Google Maps, Yahoo maps, land survey, Camera Drive, Third Party Data etc.
- Data Analysis (point of interests).
- Involved in up keeping Production and Quality on offline work for the different projects of the company.
- GIS based Database Creation.
- Responsible to provide the feedback & assistance to Team Leader
- Handling Gujarat, Rajasthan point of interests and navigational data, updating of survey data And Feedback's of customers.
- Handling and managing the survey team in Gujarat collecting information by them by the field survey for Navigational Projects.

**Gujarat State Updation:**

**Description:**

- The scope of work for this project is for the creation of Digital map and GIS based property survey for Gujarat. Project divided into two parts.
- 1) Land base creation: - In land base creation, we have to capture Buildings, Lanes, Parks, water mains, Railway line and all types of roads etc. from satellite Imageries.
- 2 ) Survey of Properties: - Navigational Survey, Camera Drive on foot Survey as part of the project scope, the property survey needs to be carried out within the State and district boundary.
- **Software:** Map Info, AutoCad2010, Garmin Yellow GPS, Columbus Voice GPS.
- **Platform:** Windows XP, Windows2000 Professional.
- **Source:** Google Earth, Geo-referenced Toposheets, AOI, Grids, Master File (Including all layers to be captured), State Boundary, District Boundary, Village Area.
- **Roleplayed and contribution made:** - Production, QC, QA and Final data should be topologically correct.

**Organization** : Navteq India Pvt. Ltd. (Gurgaon Sector-49 - Haryana)  
**Designation** : Geographic Analyst I  
**Duration** : 16 Months  
**Technology Used** : ArcGIS, Bison Console, Atlas AutoCAD. Tremble GPS (Juno)

**Job Profile:**

- Collection of data Point of Interest with different sources like, camera drive, on foot survey, web search, Google Earth, land survey, Wikimapia, Yahoo maps, Google maps etc.
- Data Analysis (point of interests, Road Attributes, Sign Boards, etc).
- Data Collection from the site called burrp, Times Food Guide collecting point of interest (restaurants) in city like Bombay, Bangalore, Hyderabad, Pune , Delhi and National Capital Region.
- Telephone Verification of schools addresses in Tamilnadu.
- Involved in up keeping Production and Quality on offline work for the different projects of the company as a part of a Data Management Operation Team

- GIS based Database Creation.
- Responsible to provide the feedback & assistance to Team Leader.
- Faridabad and Gurgaon City Updation Point if interests and Navigational Data through camera drive.

**Organization** : Archeological Survey of India. (CAC. Department Old Fort, Delhi)  
**Designation** : Research Scholar  
**Duration** : 7 Months  
**Technology Used** : Excel, AutoCAD, TopoSheets, Garmin Yellow GPS.

**Job Profile:**

- Documentation of Archeological Sites in Delhi.
- Handling projects independently & within a team of ten people.
- Working on different Archeological Field Projects for Archeological Survey of India.
- Working with latest GPS like Magellan mm-6, Garmin and DGPS.
- Responsible to provide the feedback & assistance to Senior Archeologist.

**Organization** : Satellier India Pvt. Ltd.  
**Designation** : Internship Designer  
**Duration** : 6 Months  
**Technology Used** : Excel, AutoCAD, Revit Architecture, Bentley (MicroStation).

**Job Profile:**

- Done many projects in a team.
- Working on different Architectural Projects.
- Handling and managing U.K, U.S.A and India based Projects.
- Making of 2D Drafting, 3D Drwaings, 3D Modeling, Drafting of Building, Floors, Window, Doors, Panels, False Sealing using Autocad, Revit Archetecture, Microstation.
- Detailed Production level Drawings.
- Documentation of Quality & Design Department
- Maintain Proper Records of Engineering changes released time to time.

**Work Profile:**

- Designing in AutoCAD, 2D Drafting and 3DModeling,
- Revit Architecture, Microstation.

**Previous Work Experience:**

- One month Internship in Conservation of Paintings at (**Indra Gandhi National Centre for Arts**)
- Two weeks training on Conservation of coins, paper, photograph, metal, **National Research Laboratory for Conservation, Lucknow.**
- Three days workshop on **Rock art in Indian Numismatic Institute, Nasik.**

**Research experience:**

### Seminar Paper and Survey Report

- Cultural aspects of **Mesopotamian Civilization**
- **Museum exhibitions**
- **Tourism products** of India
- **Architecture of Pratihara period** with special references to **Gwalior and its surrounding area.**
- Architectural report on **Mahaballipuram** and **Kanchipuram**
- Geographical Survey report on **North-East India**
- **Bus Rapid Transit Experiment on Delhi**
- **Conservation Report on Wooden structural members** used in **Delhi** Monuments
- Prepare status report on **Shahi Mosque, Badarpur New Delhi .**
- **Reuse and Rehabilitation** of monument special references to **Red Fort, Delhi**

### Dissertation Report

- Atlas of North-East India, and Geographical Survey Report.
- Review Quality of Navteq Database.
- Conservation of Coins with Special Reference to Cooper and Silver Coins.

### Seminar

- Museum Association of India, **Hyderabad {2008}**
- **Workshop on Manuscript {organized by National manuscript mission} Delhi**
- Children and communal harmony in museum, **{National Museum}, Delhi**
- **ICOM-CC CONFERENCE 2008 India (Delhi) Other Achievements**
- Attended various camps and Received Rajya Puraskar {As Scout}
- Received Scholarship from N.T.P.C Badarpur in Intermediate for scoring highest Marks.
- **Regional Level** Badminton Player (Kendriya Vidyalay, Badarpur)

<b>Computer Proficiency</b>	:	Office-Outlook, MS Word, MS Excel, MS Power Point, Familiar with the current traits on Internet, PDF, G.I.S {Geographical Information System): MAP Info software, Arc GIS. AUTO CAD-2D Drafting and 3D modeling
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**Educational Qualifications:**

S.No	Course	Name of Board/University	Year
1.	Post Graduate Diploma in Management (Executive) Specialization –Marketing	IMT, GHAZIABAD	2018-2019
2	The National Eligibility Test	University Grand Commission (university level lecturership) Passed in the field of Museology and art conservation	2009
3.	Six month Appreciation Course	National Museum, Delhi	2009
4.	M.A. in conservation and preservation Heritage Management	Delhi Institute of Heritage research and Management (GOVT. OF N.C.T DELHI){G.G.I.P.U}	2007 - 2009
5.	B.A Geography (Hons.)	Shaheed Bhagat Singh College (Delhi University) New Delhi	2004 - 2007
6.	Intermediate 12th (Humanities Stream)	C.B.S.C Kendriya Vidyalaya, Badarpur	2004
7.	Matric 10th	C.B.S.C Kendriya Vidyalaya, Badarpur	2002

**Personal Details:**

<b>Father's Name</b>	:	Sh. Jawahar Singh Tomar
<b>Date of Birth</b>	:	02.10.1985
<b>Nationality</b>	:	Indian
<b>Marital status</b>	:	Single
<b>Languages Known</b>	:	English, Hindi

**Certification/Declaration:**

I am hard working dedicated professional with ability to learn, understand fast & with a desire to excel in the job entrusted to me. I perform my duties with honesty & dignity.

I hereby declare that the information stated above is true to the best of my knowledge.

**Date** 06/03/2020

**Place:** Faridabad, Haryana

**(Sandeep Singh Tomar)**

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