

CURRICULAM VITAE

NAME - VIKASH SHARMA
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Contact No - +919508639792
Date of Birth - 25/03/1993

CAREER OBJECTIVE:

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally.

PROFILE SUMMARY:

- An accomplished professional with 4.5 years of experience in the areas of Operation Management, Finance Coordinator, Management Information System, Customer Relationship Management & Office Management.
- Worked with EMMVEE Photovoltaic Power Private Limited as Executive Operation.
- Organizational study at Sidhartha Build Home Private Limited during MBA degree.

WORK EXPERIENCE:

Company Name: EMMVEE Photovoltaic Power Private Limited

Position held: Executive Operation (Operation & Maintenance Department, EPC)

Period: From 02/12/2015 To 02/05/2020

Job Responsibilities:

- Preparation, analysis & presentation of energy performance report for Solar Power Projects.
- Preparation of MIS reports Daily, Weekly and Monthly.
- Prepare documents related to debit notes, invoices, vouchers etc.
- Process all expenses weekly, month end reporting tasks.
- Interaction with Vendor for monthly bills, settlement and payments.
- Schedule meeting, appointments, taking minutes of meeting & coordinating travels.
- Preparation of quotation, analysis vendor quotes & negotiation.
- Calculation of bonus amount for energy sale as per contract.
- Maintain the relevant documents related to Project installation & commissioning.
- Commercial analysis of Tenders and proper Bid submission.
- Monitor & control O&M activities.
- Assist in preparation of financial statements.
- Reviewed invoices for accuracy with contractual guidelines and dealt with vendors for resolve invoice discrepancies.
- Handling calls from customer & resolving queries, Project insurance & REC Accreditation & Registration for new Solar Power Projects.

SKILL SUMMARY:

- Excellent analytical and assessment capabilities.
- Leadership skill.
- Able to handle the pressure situation.
- Love to learn new things and detail conscious.
- Self-learner.
- Problem Solving.
- Flexibility in taking any responsibilities.

ACADEMIC QUALIFICATIONS:

Duration	Degree	Institution/University	Mark (Percentage)
2013-15	MBA (Master of Business Administration)	T. John College Bangalore (Bangalore University)	68
2010-13	B.B.A (Bachelor of Business Administration)	Asan Memorial College of Arts & Science(Madras University)	72
2008-10	Higher Secondary (Bihar state syllabus) Science	Ram Bideshi Singh college Vaishali, Bihar	57
2007-08	Secondary school leaving Exam (SSLC) (Bihar state syllabus)	Gogal Singh High School Nayagaon, Bihar	59

PROJECT WORK:

Company Name	Duration	Year	Project Name
Freelance	1 Month	2015	A Venture Capitalist how it's affecting to E-Commerce in India
Canara Bank, Jaladampet, Chennai	1 month	2013	"A study on customer satisfaction towards Canara Bank"

SUMMER INTERNSHIP:

Company Name	Duration	Year	Description
Sidhartha Build Home Pvt ltd Harayana	1 month	2014	It's a study to understand in and out of the company

TECHNICAL SKILLS:

- Good understanding of MS Office, Word, Excel, PPT.
- Financial Modelling.

RELEVANT CAPABILITIES:

- Able to think in creative manner.
- Pioneer: Able to take initiative.
- Strong ability to work independently a team fostered environment.
- “Can do” attitude.

PERSONAL INFORMATION:

Permanent Address : Nayagaon–Makra
Chappra (Saran)
Bihar
Pin Code-841 217

Language : English, Hindi

DECLARATION:

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

Date –

Place –