RESUME

**Career Objective :**

Looking to join a progressive organization that has need for an Experienced sincere and hard working person and which offers good opportunities for an advancement

**Personal Vitae :**

**Name.**  **:**  AmitSharma

**Native Address** **:**  C-79, Vraj Bhumi Society, B/h Jay Yogeshwar Township,

 Ajwa Road, Baroda 390019

**Contact Details** **:** Mobile : 94267 24793

 Email : amitsharma160@Gmail.com

**Date of birth**  **:** July 18th,1981

**Gender** **:** Male

**Marital Status :** Married

**Languages known**  **:** English, Hindi, Gujarati

**Hobbies**  **:** Reading, Traveling,

**Professional Qualifications :**

● **B.Com from M.S.University ,Baroda ,2002**.

● **Advanced Diploma in Hardware & Networking from** Jet King Hardware Institute, 2004.

● Advance Diploma In H.R..General Function join from ***Metier HR Services*** *Training and Placement*

**Other Qualification :**

● **Financial Accounting Course** ,JSS ,Baroda ,2009.

**Computer Proficiency :**

● Tally ,Basic, MS Office, Internet & Email Operations ,Hardware and Networking

**Professional Experience :**

**Present Employer :**

Duration : 1st jan. 2014 to 31st may 2020

Company : chanda construction comapny.

Designation : Supervisor

Present Salary : 22500/-pm

CTC : 270000/-

Expected Salary : As per organizations rules and regulations

● I am all mange to site in our company Managed administration activities including office administration to ensure optimum & effective utilization of resources

● All manual Account work , To make purchase report and handling bank Work.

● handling front office, answering phone at front desk, general administrative duties, to check emails and immediate response, internal & external co-ordination with employees

**Previous Employer :**

Duration : 1st Aug. 2012 to 1St dec 2014

Company : Allied Electrical Engineering Company

Designation : Admin Executive

Present Salary : 15500/-p/m

CTC : 186000/-

Expected Salary : As per organizations rules and regulations

**Job Profile. : Admin Executive**

● Managed administration activities including office administration to ensure optimum , work with dispatch and billing, maintaining files and

records.

● Received requisitions of consumables, stationeries from all departments and raised purchase indent with suppliers

● handling front office, answering phone at front desk, general administrative duties, to check emails and immediate response, internal & external co-ordination with employees,

**Previous Employers :**

Durations : Jan 2005 To July 2012

**Company**  : SIGMA INSTITUTE OF ENGINEERING

**Designation**  : Admin Executive

**CTC**  : 10500 p/m

**Job Profile : Admin Executive**

● Managed administration activities including office administration to ensure optimum & effective utilization of resources

● Scrutinized bills submitted by vendors, verified all entries and Coordinated with higher officials for releasing payment on time

● Implemented effective Administrative Policies and successfully coordinated direct administrative support for the office

● Worked closely with internal departments to ensure smooth execution of all activities

**Strengths :**

● Honesty and a decent human being with communication skill.

● Confident and having Positive Attitude.

● Accurate & punctual for dead lines.

**Declaration :**

I hereby declare that the above information is true and correct to the best of my belief.

Date :

Place : Baroda Amit Sharma