

Praveen Sharma

Email id: praveenkumarsharma025@gmail.com

Mobile: 8447945050

Professional Experience

Company	Ricoh India Limited (Under Planet PCI InfoTech PVT LTD Payroll)
Designation	Project Coordinator
Duration	01 st August 2017 - Present
Clients	Ricoh India Limited
Description	These are PAN India and State Level projects
Roles/Responsibility	<ul style="list-style-type: none">• Working as Project Coordinator.• Working as Service Coordinator for our Delhi Service Center.• Managing Service Calls.• Stock Count .• Managing Installation Reports and its filing, data mapping and documentation.• Daily MIS report.• Despatch of Installation Reports in CD's to the concerned Divisional Post Office .
Tools & Technology	MS Excel, MS PowerPoint , Ms Word

Company	PUMA
Designation	Stock Incharge
Duration	28 th March 2017 – 30 th July 2017
Roles/Responsibility	<ul style="list-style-type: none">• Appointed as Stock Incharge in the Factory Outlet of Puma .• Regular Stock Count .• Manage the Inward and Out word movement of stock .• Preparation of daily MIS .
Tools & Technology	MS Excel and MS PowerPoint

Company	Clovio Private Limited
Designation	MIS Executive
Duration	2 nd January 2016 – 15 th March 2017.
Roles/Responsibility	<ul style="list-style-type: none">• Preparation of daily reports .• Managing the despatch department.
Tools & Technology	MS Excel and MS PowerPoint

Academic Qualification

- Passed B.A 3rd Year in PGDAV Nehru Nagar (Pol.owns)
- Intermediate (12th) from C.B.S. E in 2015
- Matriculation (10th) from C. B. S.E in 2013

Computer Knowledge

- Operating System : Windows XP, Window Vista, Windows 7 & Windows 10
- MS Office Package : MS-Office 2000, 2003, 2007, 2010,2013 (MS-Word, Excel, PowerPoint)
- Adobe Photoshop.CC,CS2,CS3,CS4,CS5,CS6,Etc
- Emailing
- Software knowledge

Strengths

- Ambitious and passionate with strong teamwork abilities with excellent Communication skills .
- Fast learner and always adaptable for change .

Personal Details

- Father's Name : Sri Jagdish Sharma
- Date of Birth : 24 April1997
- Marital Status : Unmarried
- Language Known : Hindi & English

- Mailing Address : H. NO- 215, H-Block
- Sourav Vihar Jaitpur Badarpur New Delhi - 110044

DECLARATION

I declare that all the information given by me is true to the best of my knowledge and belief.

Date:

Place: Delhi

(Praveen Sharma)