**Ravinder Sharma**

**E-mail:**- rksharma2795@gmail.com

**Add:**-Ward no.9, Rishi Colony, Gali no.5

Near Shiv Mandir, Sonipat, Haryana-131001

**CAREER OBJECTIVE**

Seeking a challenging position that offers me generous opportunities to explore & outshine while accomplishing personal as well as organizational goals by learning & implementation of innovative ideas.

**PERSONAL SKILLS**

* Comprehensive problem solving abilities
* Excellent verbal & Written communication skills
* Can adapt to any environment easily
* Willingness to learn, Team facilitator, Hard worker
* Having good knowledge of measuring instrument

**ACADEMIC QUALIFICATIONS**

* Bachelor Of Technology 2017 (CE) from Kurukshetra University Kurukshetra Haryana
* 12th Pass CBSE Board 2013 (60%) From Malviya Shiksha Sadan Sonipat Haryana
* 10th Pass CBSE Board 2010 (60%) From Hindu Senior Secondary School Sonipat Haryana

**COMPUTER & SOFTWARE SKILLS**

* Knowledge of Revit (Architecture)
* Knowledge of 3Ds Max with Vray effect Rendering, Photoshop, Corel draw
* Knowledge of 3D studio & SKETCH UP software
* Knowledge of Quantity Estimation in CE
* Knowledge of Stadd Pro
* Knowledge of AutoCAD in 2D & 3D
* Knowledge of Computer Information & System Management
* Windows 98/2000/ XP/ Vista/ 7/8/10,Computer Fundamental, Tally 4.0, MS Dos 4.1, MS Office (Word, Excel & PowerPoint, access ) & Internet

**TRANING & OTHER ACTIVITES**

* Worked as Engineer trainee in Mapsko Builders Pvt. Ltd. Sonipat Sector 26,26A & 27 Phase I,II,III
* Worked as a 3D designer in construction field with contractors
* Active participation in Quiz Programs & Sports events at schools & college

**WORKING EXPERIANCE**

* 1 year experience in construction of double storey building.
* 2 years experience in designing (AutoCAD , Drafting, 3DsMAX with Vray ) & construction of residential houses.
* 1 year experience in 3D Modeling (3Ds Max Vray Rendering)
* Experience in labor providing in construction site eg. Mason, helper, mistri, carpenter, tiles worker, Pop, putty, painter, etc
* Experience in designing & construction of Residential Houses

**Job Profile and Responsibilities**

* Manage Inventory from Warehouse to store & store to warehouse
* Follow up with vendors for material & timely inward of stock in to the system.
* Procurement of all kinds of material as well as (Civil, electrical, plumbing, hardware, carpentry, paintings.etc.).
* Resolve supply, quality, service and invoicing issues with vendors.
* Preparation of GRN/ Invoices/Indent/ Bills and Challan.
* Maintain Register, & Record Dispatch & Receiving of Material.
* Maintain all the works related to Material Inward & Material Outward.
* Make a report of Receive and issue of material on Daily basis.
* Maintaining NRGP and RGP gate pass recorded.
* Maintaining the day to day Inventory transactions like Physical Counting, Inward & Issues
* Timely report to HOD (Monthly report, Daily report, Waste sale report).
* Every incoming & outgoing material should be entered in proper procedure & details should be kept in record.

**STRENTH &HOBBIES**

* Hard working, good learning ability, Team facilitator.
* Excellent verbal & written communication skill.
* Reading Newspaper, Gardening, Daily Workout.
* Able to handle pressure for completion of the target.
* Will to learn, improve & take Responsibilities & Self Confidence.
* Keen to work, Down to Earth, Punctuality.

**CERTIFICATES & ACHIEVEMENTS**

* Diploma in Office Automation
* Master diploma in Computer Information & System Management
* Professional Diploma in Civil Cad
* Master Diploma in Civil Cad

**PERSONAL INFORMATION**

Name : Ravinder Kumar

Date of Birth : 27-05-1995

Father's Name : Mr. Pratap Singh

Languages Knowledge : Hindi, English, Haryanvi, Punjabi, Gujarati

Gender : Male

Nationality : Indian

Marital Status : Unmarried

Permanent Add. : Ward no.9, Rishi Colony, Gali no.5, Near ShivMandir,

Sonipat, Haryana-131001

**Date: Place: - (**Ravinder Kumar**)**