

## **CURRICULUM-VITAE**

### **Manish Kumar Sharma**

**EXPERIENCE: 3Years      Contact No: +91-8076608814**

**Email:mksmanishsharma25@gmail.com**

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#### **Career objective**

Looking forward for a challenging career that will provide ample opportunities to grow and perform any organizational task. I am looking forward to your opportunity.

#### **➤ CAREER SUMMARY:**

- **Graduate, Diploma Engineer having around 3 years experience with reputed and well versed organisations.**

#### **➤ EXPERIENCE :**

##### **1) University of Delhi (SOL).**

- **Designation :** - Technical Assistant (Electrical)
- **Date of joining :** -22 March 2019 to Presently Working

#### **➤ KEY Responsibility:**

- Preparation of Estimate of New and Old Work.
- Scrutiny of Technical and Financial bids of bidders.
- Associate to Drafting the Tender Documents.
- Act as a coordinator to obtain Administrative and financial approvals of Higher authorities.
- Maintenance of Installations, Building, Equipments Etc.
- Comprehensive Maintenance of HVAC/VRV system.
- Maintenance schedule of Building Apparatus.
- Daily Maintenance & and Daily defect analysis.
- Weekly and Monthly defect report.
- Obtain and analysis of Work and Maintenance report.
- To resolve grievance of team members
- Site Management.
- Quality and Quantity Checks of ongoing works.
- Measurement of work.
- Recording in Measurement Book.
- Preparation and check of Technical Bills.

## 2) Mamta Products ("ORISON")

- Designation: Quality/Production Engineer
- From 10<sup>th</sup> Sep 2012 to 30<sup>th</sup> Nov 2013.

### ➤ **KEY Responsibility:**

- Production In-charge of Geyser, Ceiling Fan, Exhaust, Cooler etc.
- Testing of raw and finished material for shipment and delivery.
- Sampling and testing as per ISI/BIS norms.
- Tie-up with officials of DGS&D, MES, BIS and other prominent Testing Faculty.
- Tender Preparation.
- Store Operations.
- Lab testing of Materials.
- To resolve Inline Defect.
- Daily production and Defect analysis.
- R&D etc.

### ➤ **Academic/Technical Qualifications**

Degree/ Examination	Institute/Univ./Board	Pass out	Percentage Marks
<b>M.A (SOCIOLOGY)</b>	IGNOU, DELHI	2020/21	PURSUING
<b>GRADUATION (B.A.)</b>	University of Delhi	2018	60.5%
<b>DIPLOMA (Electrical Engineering)</b>	C.R.R.I.T., Delhi	2014	70%
<b>10<sup>th</sup></b>	C.B.S.E., Delhi.	2009	68%

### ➤ **Skills :**

- Computer Basic Operation
- Internet Applications
- E-Mail
- Software Operating (Basic Learner)

#### **OTHER SKILLS:**

- Focused & goal driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality work.
- An effective communicator with excellent relationship building & interpersonal skills.
- Willingness to learn, Problem solving abilities, Team Leadership, Adaptable, Courteous.

### ➤ **Personal Detail:**

- Name : Manish Kumar Sharma
- Address : Shahdara, North Delhi
- Date of Birth : 26/01/1994

- Marital status : Unmarried.
- Languages known : English, Hindi.
- Passport : Yes
- Personal interest : Yoga, Adventurous, Defence Minded.

➤ **Extra Circular Activities**

- **NCC 'C' Certificate with 'A' Grade.**

NAME OF CAMP	YEAR	PLACE	RANK & RESPONSIBILITY
YEP- MALDIVES	2017	MALDIVES	CSUO
REPUBLIC DAY CAMP	2017	NEW DELHI	CDT. SGT, BEST CADET AND YEP
OTA (SSB ORIENTATION)	2015/17	OTA GAYA & NAGPUR	CSUO
AIVSC	2016	JODHPUR	CWO/Contingent Commander
NIC	2015	BODHGAYA	CDT

- **Flown Trainer Aircraft (VIRUS & ZENAIR) 15+ times.**
- **Youth Ambassador to MALDIVES under ICEP/YEP-2017 by MoD.**

➤ **DECLARATION:**

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

**Date: 09/09/2020**

**Place: Delhi**