

CURRICULM VITAE

Anil Kumar Sharma
Mob :- 09418425494

PROFESSIONAL GOAL:

Seeking a position to utilize my skills and abilities in the Information and Technology Industry that offers professional growth while being resourceful, innovative and flexible.



EDUCATIONAL QUALIFICATION:

- Matriculation from H.P. Board of School Education.
- 12th from IGNOU DELHI.
- B. A. from IGNOU DELHI.

PROFESSIONAL QUALIFICATION:

- 3 years software engineering in GNIIT from NIIT Sec-32 Chandigarh.

WORK EXPERIENCE:

- 2 years experience as Accounts Assistant & Dispatch in PMPL Baddi Solan. May 2007 – March 2009
- Currently working with Emmbros Auto Comp Ltd. Baddi as Shipping In Charge (Packing, Dispatch & Purchase) from April 2009 to till date.

CURRENT STATUS:

Company Name : Emmbros Auto comp Ltd., Baddi (Himachal Pradesh)
Designation : Packing & Shipping In charge (Packing, Dispatch)
Duration : April 2009 to till date.

CURRENT COMPANY PROFILE:

Emmbros Auto comp Ltd. (Accredit with ISO 9001-2000) is involved in making auto parts like Axles, Yokes, Spools, cross for replacement market as well as to OEM of India and overseas. They are also involved manufacturing of Differential housings and their parts for export market. It has latest machinery like vertical CNC milling machine, turning, and Horizontal milling machine. There customer are JCB, DANA, CARRARO, TATA, AAM, SWARAJ, ITL & INDOFARM.

JOB RESPONSIBILITY:

My job profile includes:

- Maintain and Dispatch the material according to FIFO.
- Handling dispatch of all finished products.
- Responsible for all EXPORT & DOMESTIC shipments.
- Ready the material with Laser Pin Marking (Bar Code & Customer Req. Marking).
- Do the work and ready the materials according to all customer instructions.
- Maintain and handling of all records & documents related to shipments.
- Maintain the RG-1 Stock register.
- Maintain the inventory of New and Old Stock in our company system and actual.
- Handling the Transportation.
- Handling 03 Supervisor and 20 manpower.
- Purchase the raw material to be used in packing department.
- Make a purchase order.
- Customer complaint handling.

ABILITY:

- Ability to work and complete in today competitive World.
- Ability to take any kind of Challenges and to be done at any condition.
- Ability to be regular performer.
- Can work under pressure and as a good team member.

PERSONAL DETAILS:

NAME	Anil Ku. Sharma
Date of Birth	04-04-1986
Father's Name	Sh. Ramesh Kumar
Religion	Hindu
Gender	Male
Nationality	Indian
Language Known	Hindi & English & Punjabi
Hobbies	Listening Music & playing cricket.

DECLARATION:-

I hereby declare that all the above stated information is true to my knowledge.

DATE:
PLACE:

Anil Ku. Sharma