**SANJEEV KUMAR SHARMA**

**Contact No.:** +918894286559

**Email Id:**sk2381825@gmail.com

**FRONT OFFICE EXECUTIVE**

*Looking forward to challenging opportunities*

# SUMMARY

A well-presented, dynamic and diligent professional with more than 4 years of experience in front desk management & human resource management. Showcases matchless reception management abilities, while providing support to general administrative and HR operations.Is highly adept at juggling between responsibilities as well as dealing with various aspects of interview processes.

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| --- | --- |
| **KEY SKILLS** |  |
| * Visitors & Calls Handling * Multi-Tasking & Documents Filing * Administrative & HR Support * Meeting & Training Handling * Candidate Screening & Tele-Calling * Interview Handling * Quick Learning & Adaptability * Positive Attitude & Self-Motivation * Good Communication & Interpersonal Skills |  |
| **PROFESSIONAL EXPERIENCE** |  |
| **1 V Trans India ltd**   **Jan 2019 to Dec 2019**  **Designation**. Assistant operation Executive |  |
| **2. PARK MAPLE HOTEL** | **Dec 2014 to Sep2016** |
| **Designation**: Front Office Executive |  |
| **3. KHYBER CONTINENTAL** | **Jun 2014 to dec 2014** |
| **Designation**: Front Office Executive |  |
| **4. FORUN EXPRESS COURIER AND CARGO LTD. (LUDHIANA)**  **Apr 2013 to May 2014** | |

**Designation**: HR Executive

## Job Responsibilities

* Tele-calling for interviews
* Screening the candidates
* Conducting interviews and handling recruitment as well as training process
* Managing attendance of the employees
* Send daily DSR to the head office from sales section
* Handling joining and exiting formalities

**5. LINK UTSAV VENTURES PVT. LTD. (H.P) Mar 2012 to Mar 2013**

**Designation**: Admin Executive

## Job Responsibilities • Job Responsibilities

* Maintaining time records of the entire office
* Maintain MIS reports
* Providing the materials of security plates, snap lock, drilling machine and other tools
* Send DSR to the head office from all locations

# INTERNSHIP & INDUSTRIAL EXPOSURE

* 3 Months Apprenticeship in Force Motors in Marketing and Advertisement Section at Mandi
* 3 Months Apprenticeship in TATA AIG in HR Section for Planning Recruitment, Payroll, and Time Office at Mandi

# EDUCATIONAL QUALIFICATIONS

* MBA (Industry Integrated) in Human Resource from MadhuraiKamraj University in the year 2011
* Graduation from Himachal Pradesh University, Shimla in the year 2007
* 1 Year Computer Diploma Course (Advanced Certificate in Computer Programing) from I&IT in the year 2006

# IT SKILLS

* MS Office (Word & Excel)
* Windows Operating System
* Internet Surfing

# PERSONAL DETAILS

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| --- | --- |
| ❖ **Date of Birth** | **:** March 17, 1986 |
| ❖ **Address**  174003 | **:** VPO Balh Churani Teh Ghumarwin Distt Bilaspur (HP) |
| ❖ **Languages Known** | **:** English and Hindi |

# DECLERATION

## I HEREBY DECLARE THAT ABOVE INFORMATION IS GIVEN BY ME ALL TRUE ON MY BEHALF

**DATE:**

**PLACE: SANJEEV KUMAR SHARMA**