

# CURRICULUM VITAE

**Mukesh Sharma**

**Permanent Address:-**

Village- Samoh, Tehsil- Arki,  
Distt. - Solan,(H.P.), Pin-173208.  
Contact No:- 8091705935.  
ID:-ms557874@gmail.com

**Correspondence Address:-**

Vill. Lashan, P/o Jabli,  
Teshil-Kasauli, Distt. Solan (H.P.)  
Pin Code-173209. Email

**OBJECTIVE:-**

Seeking a Career Oriented Position with Professionally Managed Organization Where I Can Utilize My Skills, Knowledge and Experience with Opportunity to Serve the Humanity A Position Where Talent, Sense of Responsibility And Output of Work Is Required With Personal and Professional Growth.

**EDUCATIONAL QUALIFICATIONS:-**

12<sup>th</sup> Passed from H.P Board.  
B.A Passed from Sikkim University.

**PROFESIONAL QUALIFICATIONS:-**

Six Month Diploma in Computer Basic.

Complete HOTEL MANAGEMENT from IMPERIAL INSTITUTE OF HOTEL MANAGEMENT .

**TRANING:-**

Six months **RAMCO ERP** System training in **MICROTEK INTERNATIONAL PVT. LTD.**  
One month **SAP (SYSTEM APPLICATION PRODUCTS)** system training in  
**MICROTEK INTERNATIONAL PVT. LTD.**

**CAREER EXPERIENCE:**

- Working for **MC'DONALDS FAMILY RESTAURANT** FROM MAY 2007 TO DEC.2009.
- Working for **HONEY HUT** FROM JAN 2010 TO AUGUST 2014 as a restaurant manager.  
I have Two years experiences in the field of store department in  
**SHIVALIK INDUSTRIES** at PARWANOO(HP)(15 oct 17 to 08 nov 19).  
working for **Universal Power Products (Microtek) Pvt. Ltd.** Since 09 NOV. 2019 to jan2022 in Store Department.  
Working for **VITHAL KAMAT FAMILY RESTAURANT** .a chain restaurant of IVK  
**HOSPITALITY** as a store incharge.
- Working with **ANANTAM RESORT N SPA RESORT** as a purchase head n handlingstore n accounts from preopening.
- Working with **CLUB MAHINDRA KANDAGHAT** as a sr. supervisor.
- Presently working with **CASSIA HOTEL'S AND RESORT** as a sr. Executive.

## **ROLES & RESPONSIBILITIES AT MICROTEK INTERNATIONAL PVT. LTD. GROUP:-**

- Worked in **RAMCO** Software.
- Working on **IDS** software.
- Working in **SAP S4 HANA** software now.
- Maintaining Daily stock in **SAP** Software and Physically.  
Daily **MIS** (Management Information System) & Shortage.  
Receiving and stocking material of Store.  
Creating weekly & Monthly shortage of material on basic of weekly & monthly planning.  
Issuing materials from store and following shortage.
- P.R.** (Purchases Request) generating and following material incoming.
- Making **GRN** (Goods receipt note) and issued material to production.
- Follow up with the Purchase Team.
- Receiving & Dispatch vehicle.
- Create **RGP** (Return Gate Pass) & **NRGP** (Non Returnable Gate Pass).
- Working on **IDS** software.

## **PERSONAL SKILL & INTEREST:-**

- Strong ability of working efficiently.  
Positive attitude
- I am a good task maker.
- I am good  
communicator.
- I am quick learner.

## **HOBBIES:-**

Watching TV.  
Listening Music.  
Playing Cricket.

## **PERSONAL DETAILS:-**

Father's name	:	Sh. Nem Chand,
Date of birth	:	13 <sup>th</sup> March., 1987,
Gender	:	Male,
Marital status	:	Married,
Nationality	:	Indian,
Languages known	:	Hindi and English.

## **DECLARATION:-**

I hereby declare that all the information provided here are correct to the best of my knowledge.

**DATE.....**

**Place: - Parwanoo (HP)**

**(MUKESH SHARMA)**



□