**Deepshikha Sharma**

**1276 Quincy Drive Apt#6**

**San Jose CA-95132**

**Cell # (408) 826-5416**

**Email: Deep67shikha@gmail.com**

**Objective:**

I seek a challenging and responsible position in any industry to contribute to the growth of the firm with my skills and dedicated hard work.

**Professional Experience:**

* **U.S.P.S Lundy Ave. San Jose** PSE Custodian

Feb 2013 to Present

**Duties-**

1. Changing light bulb fixtures and maintaining work-room floors by emptying trash cans, restocking supplies.
2. Moving and re-setting furniture and other fixtures.
3. Helping and assisting building mechanics and other maintenance staff.

* **FRYS ELECTRONICS (RTV warehouse) Store- 82 San Jose**

Supervisor of Processing & Receiving

Feb 2011 to Feb 2013.

**Duties/Experience-**

1. Knowledge of word processing software.
2. 2 years of experience in RTV warehouse Receiving procedures which included receiving merchandises from different carriers at the docks and E-logging them into the systems, checking, logging and scanning all paperwork for truck transfers from different carriers.
3. 2 years of experience in RTV warehouse Processing procedures which included inputting all the items received at the docks into the company systems, separating it according to different departments and dispatching them to their respective departments, handling the variances, cross-docking the merchandize to different locations, cutting out Transfer Orders (T.O’s) to different stores/locations.
4. 2 years of experience in RTV warehouse shipping procedures which included requesting and getting R.M.A Numbers from the vendor for products received, shipping out the product from different departments inside the RTV back to the vendor through different carriers. This also included handling any type of paperwork involved and separating damaged/old products and setting it up for vendor credit or crush/recycle.
5. Knowledge of E-log receiving and other data handling procedures.
6. Experience of supervising and managing 15-20 associates and providing fruitful results on a long term basis.

Reason for leaving: Company relocated to Hanford, CA and I was unable to relocate because of the new location of the company was far away and Hanford has unsanitary living conditions, lack of good schools and other amenities.

* **R.G.I.S Inventory Services** Inventory Clerk

Dec 2010 to Feb 2011

**Duties/Experience-**

1. Inventory of store items ranging from clothes and shoes to groceries.
2. Experience in using the 10-Digit scanning machine.

Reason for leaving: Crazy and unsteady schedules, inventory jobs all around the SF-Bay area on any day and time. In Feb 2011, I found a permanent job at FRY’s.

**Educational Qualifications:**

* Bachelor’s degree { KUK INDIA)
* Diploma in fashion designing (FROM A.I.F.T- GURGAON, INDIA).

**Reference:**

* Refija S.

Manager @ FRY’S

(408)-646-6413

* Cesario flores

Manager @ FRYS

(650)-714-7431

* Lemon Calulut

Manager @ R.G.I.S

(408)-234-9536