

RESUME

PUNIT KUMAR SHARMA

Near Sharma Dharma Kanta,

Town -Miranpur, Tehsil – Jansath

Distt. – Muzaffar Nagar

Pin Code – 251315 (Uttar Pradesh)

Mob: - 92656-06709 7078742524

Email: Puneetsharma0121@gmail.com & PunitStore7@gmail.com

CAREER OBJECTIVE

- Highly efficient facilitator, accountable & responsible team player, excellent communication and PR skills, & experience in Self Motivated & Quick to adapt the changes and a Quick learner.
- To share creative ideas with the organization and to convert my potential into the best possible efforts for achieving the predetermined goal of the organization with maintaining and raising the prosperity the organization.

PERSONALITY

- Highly self motivated Ambitious, Energetic and Dedicated in providing high standard of services.
- Accountable & responsible team player, person who can build a positive rapport with team members and work to achieve any target.
- Strong commitment to execute the job in hand, hardworking, dedicated to work, trustworthy,

Technical / Educational Credentials:

S No.	QUALIFICATION	BOARD / UNIVERSITY	YEAR OF PASSING
01	Basic Computer Course	Meerut Institute of Vocational Training	Completed
02	B.A.	CCS University ,Meerut (U.P.)	2010
03	12th	U.P. Board, Allahabad	2007
04	10th	U.P. Board, Allahabad	2005

CAREER HIGHLIGHTS

CURRENT EXPERIENCE : Regenta Soma Wine Resort – (By Royal Orchid Hotels)

- Period : Feb -2021 To Till Date
- Designation : Store Executive
- Location : Nashik (Maharashtra)

JOB PROFILE:

- Manage Store (All Query & All Responsibility)
- Responsible for Handling of Purchase Order & GRN & Outward (Consume Report (IDS).
- Responsible Store All Material & Data & Inventory Prepare Report (Stock & Vender Relative Work (Purchase Order & Quotation & G.R.N. & Consumption & Book Keeping)

PREVIOUS EXPERIENCE : Hotel Radisson Kandla

- Period : Oct -2020 To Jan-2021
- Designation : Store Executive
- Location : Gandhi Dham (Gujrat)

JOB PROFILE:

- Manage Store
- Responsible for Handling Purchase Order & GRN (IDS).
- Responsible Store All Material & Data & Inventory Prepare Report (Stock & Vender Relative Work (Purchase Order & Quotation & G.R.N. & Book Keeping)

PREVIOUS EXPERIENCE : Amritara Resorts Yog & Wellness

- Period : 29 December -2019 To March -2020
- Designation : Asst. Store In-charges
- Location : Barlow Gang Mussoorie (Uttarakhand)

JOB PROFILE:

- Manage Store
- Responsible for requirement of All Department
- Responsible for Handling accounts computerized (IDS) as well as manual.
- Responsible Store All Material & Data & Inventory Prepare Report (Stock & Vender Relative Work & Book Keeping)

PREVIOUS EXPERIENCE : Seven Season Resort & Spa

- Period : 12 March 2017 to 16 December -2019
- Designation : Asst. Store In-charges
- Location : Lakha bawal Jamnagar (Gujrat)

JOB PROFILE:

- Manage Store
- Responsible for requirement of All Department
- Responsible for Handling accounts computerized as well as manual.
- Responsible Store All Material & Data & Inventory (IDS)
- Prepare Report (Stock & Vender Relative Work & Book Keeping)

PREVIOUS EXPERIENCE : Anand Duplex Ltd (Meerut)

- Period : May-2016 to 10 -March -2017
- Designation : Store Assistant (Clerk)
- Location : Mawana Road Saini (Meerut)

JOB PROFILE:

- Responsible for requirement/deployment of machineries, material & manpower
- Responsible for Handling accounts computerized as well as manual.
- Responsible Store Data & Inventory Prepare Report (Stock & Vender Relative Work & Book Keeping).

PREVIOUS EXPERIENCE : **M/s Sperry Infrastructure Co.**
• Period : November -2014 to March-2016
• Designation : Site Accountant at Rewari Haryana
• Client : L&T (Railway Project)

JOB PROFILE:

- Responsible Highways work & preparation of monthly targets and achieved of construction programme weekly and monthly.
- Collecting data (status/programme/progress) from site and presenting the same day by day to Project In-charge, Head Office
- Communicating, arranging for meeting and assisting to corresponding with Client, & Head Office.
- Responsible for requirement/deployment of machineries, material & manpower at site
- Handling accounts computerized as well as manual & cash handling.
- Store Room Handle.

PREVIOUS EXPERIENCE : **M/S Navnirman Highway Project Pvt. Ltd .**
• Period : December -2012 to October -2014
• Designation : Assistant Accountant
• Location : Delhi (Head Office)

JOB PROFILE:

- Handling Site Data & Prepare Report & All Office Relative Work & Book Keeping &Collecting data - (status/ programme /progress) from branch and presenting the same day by day to Account manager.
- Responsible for preparation of the site contractor's bill.
- Responsible for preparation of monthly progress report (Site).

Additional Qualification

Knowledge of Computers:

Proficient with WINDOWS 07 & WINDOWS 10

Basic Knowledge of Ms Office (Word, Excel & Power Point)

Basic Knowledge of Accounting Software Tally 7.2 & ERP Version.

PERSONAL DETAILS

Father's Name : Shyam Lal Sharma
Date of Birth : 10th July 1988
Marital Status : Single
Languages known : English & Hindi
Expected CTC : As per Company norms.
Joining Time : Immediate Joiner

Declaration

The Above Information is accurate and correct as per best of my knowledge, If otherwise I hereby take full responsibility of situations and repercussions arising thereafter.

PUNIT KUMAR SHARMA