
Sandeep Kumar Sharma

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Professional Summary

I am a dedicated and results-driven professional with a Postgraduate degree in MBA (Human Resource & Finance). With a strong foundation in organizational behavior, financial management, and strategic planning, I aim to bridge the gap between people and performance to drive sustainable growth. My academic background, combined with practical experience, has equipped me with the skills to manage talent effectively while ensuring sound financial decision-making. I am passionate about building efficient systems, nurturing employee potential, and contributing to organizational success. Always eager to connect, learn, and grow in dynamic and challenging environments. Current time, I'm handling 24 branches in Sarguja region(CG).

Key Skill

- | | |
|---------------------------------------|--|
| > Policy Formulation & Implementation | > Data Analysis and Reporting |
| > Talent Acquisition and Recruitment | > Exit Management |
| > Induction and On-boarding | > Excellent Communication interpersonal skills |
| > Attendance & Leave Management | > Ability to maintain confidentiality and handle Sensitive information |
| > Payroll and Benefits Administration | > Strong organizational and planning skills |
| > HR Operations | > Strong ability to lead and motivate a team |
| > Quick grasping of new concepts | > AI Knowledge – Intermediate level |
| > HRIS Management | > Computer savy and adept in MS Office – Word, Excel, PowerPoint. |
| > Labor & Employment Law | > Customer Satisfaction |
| > Financial Analysis | > Time management |
| > Problem Solving | > Decision-Making |
| > Communication | > Critical Thinking |
| > Leadership | > Problem Analysis |

Professional Work Experience

Cashpor Micro Credit-06/2020- Nowadays (Sarguja-CG)

Sr. Office Executive

❖ **Accounts:**

- > Invoice Verification - Reviewing and validating invoices for accuracy and compliance with statutory regulations and company policies.
- > Payment Processing - Ensuring timely and precise processing of supplier payments, employee reimbursements, statutory dues, and debt repayments.
- > Audit Support - Assisting in internal audits with data and reports, while identifying areas for process improvement.
- > BRS-Bank reconciliation statements Checking
- > Salary-Salary Preparation & sending to account department.

Other-

1. District accounts staff posted at head office for preparation of various accounts statements & reports.
2. The time of closing period e.g., getting certificates of Cash-in-hand, advances to staff etc. in specified format of statutory auditors and will prepare details of few account codes.
3. Collect bank statements and bank ledgers on monthly basis and do reconciliation of it and will send to head office.
4. Collect, arrange properly and send various supporting of vouchers e.g. bank slips, expenses top sheet with supporting etc.
5. Keep updated the signatories in bank accounts of District office.
6. Maintain cash book of District Office.
7. Make urgent payments from District Office as per instruction of Head Office accounts e.g., special case of resigned staff, laptop loans to staff etc. Do other works as per instructions received from Head Accounts from time to time

❖ **Human Resources:** Overseeing staffing activities, including recruitment, weekly staffing updates, employee terminations, and clearing dues efficiently, Requirement etc.

1-Recruitment & Onboarding

2-Employee Relations

3-HR Software-HRIS

4-Organizational Development

HR Skill: -

1. Talent Acquisition – Identifying and attracting top talent.
2. Candidate Sourcing – Using job portals, social media, and networking.
3. Screening & Interviewing – Evaluating candidates effectively.
4. Communication Skills – Clear and professional interaction with candidates and hiring managers.
5. Negotiation – Handling salary discussions and offers.
6. Time Management – Managing multiple openings and deadlines efficiently.
7. ATS (Applicant Tracking Systems) – Familiarity with tools like Naukri RMS, Linkedin, Recruit, etc.
8. HR Policies & Compliance – Understanding labor laws and company policies.
9. Decision-Making – Selecting the right fit based on role requirements.
10. Interpersonal Skills – Building rapport with candidates and team members.

- ❖ **Insurance:** Managing tasks such as filling and settling death claims, handling cash-in-transit claims, MIS, processing medi-claim requests, and other insurance-related activities.
- ❖ **Training:** Providing essential facilities like accommodation, meals, and other resources to staff during training sessions to ensure a seamless experience.
- ❖ **EC&B:** Handling tasks related to provident fund (PF), employee bonuses, and Employee State Insurance (ESI) matters.
- ❖ **IT Support:** Addressing technical tasks, such as mapping staff with the ICT team, resolving form-related issues, and managing all technical operations within the organization.

1. Mail sending and receiving, Internet, printing etc.
 2. Can troubleshoot basic computer problems like attaching keyboard, mouse power connections, printers etc.
 3. Can install software for official and company use.
 4. Must be proficient in Word, Excel and Access.
- Knowledge of SQL shall be added advantage

❖ **Administration:**

1. Stationary managements (Included printing hub)
2. Office maintenance
3. Maintain of attendance and leave record.
4. Maintaining all records and files of all agreement (Branch agreements. Shop act registration of the district/branch Atom mobile agreement etc.)

❖ **BC:**

ICICI Bank: - 1-LAF (Loan application form) download from portal

2-LAF checking

3- LAF entry

4- I have found any queries, then rework update.

5-Final Submit

SIDBI Bank: - 1- LAF Checking

2-Complete LAF entry done in portal.

3- Nominee cluture generate

4- Send to Central Information Processing & Verification Unit

(CIPVU)

❖ **PFRDA:**

I have received over age client's documents. After checking KYC, Bank Passbook, PAN Card. Then I have to submit for amount withdrawal.

- ❖ **Teamlease:** TeamLease RegTech Compliance Closers ensure timely closure of compliance tasks like statutory filings (Labor, Finance & Taxation, Commercial EHS, General, Industry Specific, Secretarial, etc.), audit support, Risk, documentation, and reporting for company using the RegTech platform.

Key Achievements

Regional Office & branch office Shop & Commercial Registration:

I successfully represented Cashpor before four government officers without any external support, despite rigorous questioning about our legitimacy and fund handling. I managed to respond to all concerns convincingly and even negotiated a complex situation involving the Mitaan officer's demand for senior documentation. Over two months led to the successful registration of the Regional Office.

Furthermore, I trained CHIB and BM Sirs based on this experience, resulting in the registration of 8 branches within just one month.

03/2019-06/2020

Vimla Enterprises(Saiyadraja-UP)

Computer Operator

Managed account transactions and stock maintenance for a major client, Varun Beverages Ltd.

1-Bill preparation: I used to make the bill of GST.

2-Stock maintenance: Daily to daily stock maintenance reports.

3-Ledger matching: I had matched bank statement from ledger.

4-Record keeping: I had keep every record as like, Bank statement, Bill, Stock, Budget, Meeting etc.

5-E-waybill- I had generated E-waybill as per requirement. (Carrot returns)

01/2013-04/2018

Ramesh Transport Agency (Naubatpur-UP)

Front office Executive

Provided customer service and office management support for clients like Blue Dart Express Ltd.

1-E-way bill: I had generated E-waybill for stuff transportation.

2-Bill & Bilty: I had checked bill & bilty. If I have found some query (Amount, Invoice number, consignee & consigner name, Invoice date). So I had hold that vehicle.

Education & Training

Master of Business Administration(MBA)-2025

(Human Resource Management & Financial Management)

Swami Vivekanand Subharti University, Meerut - 69 %

- | | |
|--|---|
| >Principles and Practices of Management | >Business Laws |
| >Managerial Economics | >Research Methodology |
| >Accounting for Managers | >Financial Management |
| >Organizational Behavior | >Human Resources Management |
| >Business Statistics* | >Marketing Management |
| >Information Systems for Management | >Operations Research |
| >Communication for Management | >Production & Operations Management |
| >Dissertation and Comprehensive Viva Voce | >Entrepreneurship Development |
| >Management of Financial Institutions & Services | >Corporate Financial Restructuring |
| >Global HRM | >Negotiation & Counseling |
| >Comprehensive Viva Voce | >Summer Training Project Report |
| >Strategic Management | >Retail Management |
| >Management of Working Capital | >Security Analysis & Portfolio Management |
| >Industrial Relations & Labor Enactments | >Organization Development |

Course of Computer Concept(CCC)-2017

National Institute Electronics and Information Technology, New Delhi

Grade-C

Personal Information

Nationality	: Indian
Marital Status	: Unmarried
BOD	: 12/08/1994
Father	: Late-Udai Narayan Sharma
Mother	: Shakuntala Devi
Language	: Hindi, English, Chhattisgarhi
Address	: Saiyadraja, Chandauli(U.P.) Pin-232110



CPD
CERTIFIED
The CPD Certification
Service

17/08/2025

Date of Award



CERTIFICATE

Sandeep Kumar Sharma

has received this award for successfully
completing the course:

**HR Analytics - Harnessing HR Data for
Organizational Success**

To Verify
6226-51309059

Maere Richardson

Director of Certification

Experience letter

VIMLA ENTERPRISES

Date-15/07/2020

Sharad Singh

Ward No.2, Shashtri Nagar Saidraja

Pin Code-232110

GST-09JHPS1539B1ZS

This is to certify that Sandeep Kumar Sharma was employed with Vimla Enterprises as a Computer Operator from 03rd March 2019 to 22nd June 2020.

During their tenure with us, he was responsible for performing various computer-related tasks including data entry, documentation, report preparation, and maintaining computer systems and records. He demonstrated good technical skills, punctuality, and a professional attitude toward the assigned duties.

We found Him to be sincere, hardworking, and committed to the job. We wish him all the best in His future endeavors.

For Vimla Enterprises,

Sharad Singh

(Sign with rubber stamp)

M/s Vimla Enterprises
Sharad Singh
Proprietor

RAMESH TRANSPORT AGENCY

rameshkumarsingh57@gmail.com | 91-9935820207

12 May, 2018

Ramesh Transport Agency
Head Office

It is certified that Mr. Sandeep Kumar Sharma S/O Uday Narayan Sharma was under the employer of Ramesh Transport Agency as a Front Office Executive in Naubatpur, Chandauli, Uttar Pradesh, 232110 from 13-01-2013 to 12-05-2018.

During his stay we observe him obedient, honest and dedicated to his assignment.

We hope and pray bright and good speed in his future life

Ramesh Singh
Authorized Signatory

Naubatpur, Chandauli, UP,
232110