

Curriculum Vitae

Name

Sanjeet Sharma

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CAREER CONTOUR

PRESENT EMPLOYER

EXECUTIVE-MIS | SALES DEPTT. | EMP ID-ER03526 | METHODEX SYSTEMS LTD. (CORP. OFFICE)

From Jun'22 – Present

- Daily Sales Dashboard of ZMs, State, Category Wise with Target v/s Achievement, Primary, Secondary, Tertiary & Revenue (MTD/YTD).
- Daily Stock Report of RWH Wise, Model Wise, Daily Stock Status Including in Transit.
- Branch Review Report for Final Projection outlook of Quantity & Revenue prepared on Last Month v/s Current Month Tgt./Ach.
- Weekly Outstanding transfer to Key Branches as per Invoice reconciliation.
- Generate MIS system for all customer current outstanding for internal communication.

PREVIOUS EMPLOYER

SR. EXECUTIVE-MIS | SALES & MARKETING DEPTT. | EMP ID-ND2614 | GETIT INFOSERVICES LTD. (CORP. OFFICE) 

From Mar'12 – May'22

- Analysis for the Sales Vs Revenue Report of Daily, Monthly & Yearly.
- Billing tracker maintained of all India region.
- Generate the Web Traffic Analytics report from Getit user.
- Daily Call Interaction Report prepared in HO for all call centers.
- Retail asset tracking report prepared of mobile outlets.
- Auditing of outlet RECCI of their Invoice raised by Vendor.
- Aging rate report of POSM deployment on ISA's Counters of best Vs worst market.
- Visual Merchandiser outlet category wise target achievement report.


PREVIOUS EMPLOYER

EXECUTIVE-EHS | EHS DEPTT. | EMP ID-51333415 | HCL COMNET LTD. 

From May'10 – Feb'12

- MIS report is prepared and parked of ticket issued by vendor's invoices for posting in SAP.
- Approval of travel advance to employees by checking any outstanding balance in vendor A/c.
- Forex advance report of Invoices raised by Bank (vendor) as per daily IBR rates.
- Weekly reimbursement list is prepared on the basis of parked & posted documents.
- Monthly closing activities reports of ticket liability etc. & knocking off.

PREVIOUS EMPLOYER

SALES COORDINATOR (MIS) | ACCOUNTS DEPTT. | EMP ID-004196 | JUST DIAL LTD. 
From Jan'08 – Apr'10

- Incentive prepared for Sales Executives & Team Leaders as per the performance.
- Daily Sales Report & Daily Credit Card Swipe Tracker.
- Cheque deposit, Re-deposit & Bounce Status Report.
- Maintaining the daily MIS reports for various activities.

SCHOLASTICS

Qualification	College / University	Year
PGDM (Financial Management)	IMT Ghaziabad	2010
PGDM (Retail Management)	IMT Ghaziabad	2009
B.com (P)	Delhi University	2005

COMPUTER LITERACY

Operating Systems	Window 16, Internet & E-mail
Ms-Office (2018)	Ms- Word, Ms- Excel ,Power point & Outlook
Advance Excel	Functions, Formulas, Pivot Table & Charts, Lookups
Worked with SAP	T code knowledge of finance module

PERSONAL SNIPPET

Father's name : Sh. Shankar Sharma
Date of birth : 20th Oct. 1983
Address : C-77/A, SANGAM PARK, RANA PRATAP BAGH, Delhi-07
Marital status : Married
Hobbies : Watching news & listening music