

Ravi Sharma

5/129, Yadav Colony, Bhola Road, Meerut 250001, (UP)

Mob: 9756445250

E-mail: raviraghav1985@gmail.com

CAREER OBJECTIVE

To be associated with a progressive organization that gives me the scope to apply my knowledge and skills and involve myself as a part of the team that dynamically works towards the growth of the organization.

HIGHLIGHTS

- Dedicated team player
- SAP proficient
- Typing, transcription and telephone skills
- Microsoft office, Excel & Power point
- Filing ,faxing and mailing
- Organized and self motivated
- Flexible and quick learner
- Self initiator and problem solver
- Good interpersonal skills

WORK EXPERIENCE:

❖ From July'2019 To Till

Organization: Natcon Biolife Sciences Pvt.Ltd (Delhi)

Designation: HR Manager

Department: Human Resource

Job Profile

- Maintain all the Recruitment & Selection process of employees for the Organization.
- Maintain the all hiring documents of employs like as Appointment Letter & Offer Letter.
- Maintain the leave data of every employs according to leave law.
- To be a focus on sale for Organization.
- Maintain the all the compliances & Polices for the organization.
- Maintain Reporting of employees, Tour Programme & solve every query regarding his reporting.
- Maintain the all the Expense Polices according to the organization.
- Verifying Expense (TA-DA) & whatever expenditure they have done in field, according the policies of organization
- Maintain Exit formalities for resign candidates according to the organization policies.
- Maintain the data for resign employees & process for full & final Settlements according the policies.
- We strictly check in his full & final **BONUS, LTA, and LEAVE ENCASHMENT & INCENTIVE** according to the organization policies.

❖ From Jan'2017 To June'2019

Organization: MGRM Medicare Pvt.Ltd. New Delhi

Designation: Sales HR & Admin

Department: Sales Administration

Job Profile

- Maintain the all vendor management according to the organization policies.
- Maintain the all hiring documents of employs like as Appointment Letter & Offer Letter.
- Maintain the leave data of every employs according to leave law.
- To be a focus on sale for Organization.
- Maintain the Sale data like Secondary sale and Primary sale for organization.
- Coordinate with Distributors for orders.
- Coordinate with Logistic Department for Performa Invoice.
- Coordinate with Accounts Department for the confirmation of Payment.
- Coordinate with Logistic dept for Dispatch material to the Parties.
- Maintain Reporting of employees which is working in fields and solve every query regarding his reporting.
- Verifying Expense (TA-DA) & whatever expenditure they have done in field, according the policies of organization
- In any case Employee gave resignation, make his **full & final**.
- We strictly check in his full & final **BONUS, LTA, and LEAVE ENCASHMENT & INCENTIVE** according to the organization policies.

❖ From Aug 2010 to DEC'2016

Organization: MANKIND PHARMA LTD. DELHI.

Designation: Senior Executive

Department: Human Resource

Job Profile

- Maintain all the Recruitment & Selection process of sales employees for the Organization.
- Maintain the all hiring documents of employs like as Appointment Letter & Offer Letter.
- Maintain the leave data of every employs according to leave law.
- Maintain DCR Report of every week in by the late reporting with the respective areas.
- Maintain the all document of Medical Representative with his joining.
- Solve the all queries regarding his reporting & check DCR unlock properly.
- Make the report of unlock deduction sheet in a month.
- Make the report of DCR compression & Tour Programme deviation of every month.
- Every month make the report of office record with the respective areas.
- Verifying expenses of Medical Representative whatever expenditure they have done in field according the policies of organization.
- In any case Employee gave resignation, make his **full & final**.
- We strictly check in his full & final **BONUS, LTA, and LEAVE ENCASHMENT & INCENTIVE** according to the organization policies.

❖ From Aug 2005 to July 2010

Organization: MANKIND PHARMA LTD. MEERUT

Designation: Division Incharge (Magnet)

Department: Sales & Promotional Distribution

Job Profile

- Make the allocation of every month how much quantity send promotional material in every state to each Medical Representative.
- Issue the Invoice according the allocation by SAP Software.
- Provide the transportation & courier facility to reach this material to MR.

- Mention the all stock of promotional material how much quantity we have receive and send to field and check how much balance we have.

Educational Qualification:

Masters

- Master of Business Administration from Bangalore University with HR & Marketing in 2010.

Graduation

- Graduation from Chaudhary Charan Singh University Meerut. In 2008.

Schooling

- Intermediate from Allahabad Board, U.P. in 2003.
- High school from Board of School Education, UP.in 2001.

Additional Qualification:

- Certificate course in MS-Office from **Heights Institute of Fashion & Technology, Delhi.**

Strengths

- Self Confidence
- Disciplined self-starter
- Positive approach
- Adaptable to changes
- Ability to learn new things

Interests and Hobbies :

- Playing Badminton
- Making Friends
- Interact to new people
- Listening Music

Personal Details

- **Name** : Ravi Sharma
- **Date of Birth** : 08-08-1985
- **Father's name** : Shri Pappu Sharma
- **Sex** : Male
- **Marital Status** : Married
- **Languages Known** : English, Hindi
- **Nationality** : Indian
- **Mailing Address:** 5/129, Yadav Colony, Bhola Road, Meerut 250001, (UP)

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place :

Date :

(Ravi Sharma)