

# Curriculum Vitae

## Varun Sharma



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## About Me

Looking forward to associating with an organization where there is an opportunity to share, contribute and upgrade my knowledge for the development of self and the organization.



## Education

| Qualification        | College/University            | Aggregate |
|----------------------|-------------------------------|-----------|
| MBA (Correspondence) | S.V.S. University Meerut      | Pursuing  |
| BSc (CS)             | Meerut college/CCS University | 61%       |
| X-II                 | UP BOARD                      | 66.8%     |
| X                    | UP BOARD                      | 79.9%     |

## Other Education Certificates:

- Power BI desktop and DAX complete training Certificate for data analytics.
- Certificate of "Course on Computer Concepts" (CCC) Course.
- Certificate of Java Language.
- Certificate of Hindi & English typing.



## Computer Proficiency

- Command on Hindi and English Typing.
- Data analytics: Preparing dynamic dashboard reports in Excel.
- Familiar with Systems Applications and Products (SAP)/ERP.
- Ready to face all kinds of challenges related to MS-Windows, Google Sheet, Google forms, Google meet, Google cloud, MS-365.
- MS-Word, MS-Excel, MS-Power Point.
- Outlook e-mail, Gmail/E-mails.
- Basic understanding Network Infrastructure and Data Programming.
- Install, Configure, Diagnose, Troubleshoots based PC's, Input-Output Devices.
- Internet surfing, Cloud computing, online data sharing & managing online conferencing.
- windows 7, windows 8, windows 10.

## **Current Organization & Job Responsibilities**

✚ Working in M/s Bajaj Hindusthan Sugar Ltd is one of the leading company in sugar and alcohol production. We proud of our company rating India's number 01 and world's number 04 in the field of production and export our products.

✚ Click here for now more details: <http://www.bajajhindusthan.com/>

- Role – Executive Assistant to Chief Operating Officer (Distillery)
- Division – Distillery
- Location – Head Office, Lucknow, Uttar Pradesh, (India)
- Duration – From July – 2021 to till date.

### ✚ **Job Role: EA to COO (Distillery)**

- Preparing all units budget vs actual performance report.
- Responsible to schedule and organizing for Virtually Meetings called by Respected Chief Operating Officer (Distillery) i.e.
- Handle sensitive and confidential information with discretion.
- Responsible to schedule, coordinate various types of Meetings between Respected COO Sir/Unit Heads & HODs or Vendors.
- Responsible for MIS reports as required by COO & management.
- Maintain all Contacts List/Emails.
- Responsible for Coordinated with Sr. Managements calendar to arrange appointments, meetings, and conferences.
- Responsible to Coordinate and planning for COO Sir's Traveling & Hotel.
- Handling to highly confidentiality of Personal files related to COO Sir's.
- Conferences: taking meeting minutes wherever required and keeping records of proceedings.
- Communicated with vendors to fix meetings with the COO Sir/ Responsible for giving appointments to meet COO Sir.
- Responsible for handling incoming telephone calls for office of COO Sir.
- Preparing all units DMR/Reports as per direction of COO Sir.
- Responsible for Facility Management, Housekeeping, Pantry Management, Travel Desk Management, Reception Management.
- Responsible to booking Railway Tickets, Flight Tickets as per Direction of COO Sir.
- Responsible for Boarding & Lodging arrangements in related to units Guest Houses and Hotel as per scheduled of Journey.
- Responsible for receiving all Emails of COO Sir and further forwarding to the concerned department / persons as marked/comment on behalf of COO Sir.
- Highlight urgent correspondence & as per direction COO Sir, quick response to concern unit/person.
- If required, note down rough & after that type/prepare a preparing format (Hindi & English Both).
- Drafting formal letter for govt. office & internal Office Memo, Circular, Office Orders etc.
- Responsible for supervising all distillery unit horticulture Works as per direction of COO Sir.
- Handling all General Files / Official Files /Correspondence Files/Daak file related to COO Sir's Office.

- Responsible for the Receiving of all Postage / Couriers related to COO Sir (Distillery Division).
- Responsible for timely claims of all general expenses, official expenses, perks, and other expenses related to COO Sir.
- As per instructions of COO Sir's, responsible for approving Indent, P.O. W.O. on SAP/emails.
- follow up to get data/reports.
- Check multiple reports on daily basis to ensure things are on right track.



## Career Highlights

- Participated in extempore, quiz, team building games, in our college.
- Secured second position in power point presentation held in our college campus.
- Achieved third prize in 'RANGMANCH' of best Designer for power point presentation.
- Participated in almost all the co-curricular activities in school/college.
- Got 2nd position in Bajaj Hindustan Sugar Ltd. Distillery Division for "SAFETY SURAKSHA WEEK" slogan competition.



## Key Skills & Competencies

- Distilleries Review preparing target vs actual working.
- maintain various records and documents for company executives.
- Office Management.
- Report & Document Preparation.
- Analytical & Presentation Skill.
- Familiar with the common day to day used operations.
- Fair communication and written skills.
- Planning, Execution and Analysis.
- Strong Problem-solving skills to resolve issues quickly and fairly.
- Adopt new skills.



## Languages

- Hindi
- English



## Personal Interests & Hobbies

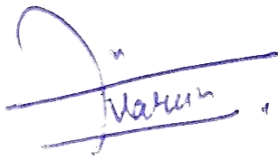
- Running a blog "<https://crazzycreators.blogspot.com/>".
- Listening to songs.
- Working with Data (dynamic report Prepare).
- Reading about new technical knowledge for upgrading to our Plants.
- Interested in the Internet environment.

## **i Personal Details**

- Father's name : Mr. Sanjeev Kumar Sharma
- Mother's Name : Mrs. Anju Sharma
- My date of birth : September 13, 1997
- Gender : Male
- Marital status : Unmarried
- Nationality : Indian

## **✓ Declaration**

I, Varun Sharma, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



**(Varun Sharma)**  
**June 12, 2023**

**Meerut, Uttar Pradesh,**  
**(India).**