**Dheeraj Sharma**

**Email**

: dheerajginlibya4u@gmail.com

**Mobile**

: +91 - 7206041122

: +91 - 9992267814

: +218 -91-9695699

**Job Profile**

:Manager

**Worked As.**

Warehouse & Store Manager/Company Support Manager/Regional Manager/Relationship Manager

Sales Manager/Service/Marketing Manager/Sr.BDM

**Worked on Monthly Salary 1500+ USD** with all other benefits

**Key Skills**

: Microsoft Office and Basic knowledge of Maximo inventory software for warehouse/Storage works

**Worked in Industries**

: Store & Warehousing /Cement / Logistics / Procurement / Administration /Telecom /Sales

**Functional Area**

: Store Warehouse Procurement & Sales

**Profession**

: Store Warehousing & Telecom & Sales

**Current Location**

: (Ambala City) India

**Current Job Profile**

: Sales & Relationship Manager

**Years of Experience**

: 15+ Years

**Availability to Join**

: 24 hours

**Work Level**

: Managerial & Director Level

**First Job**

: Store & Warehouse –**FLS**midth their Ref.Copenhagen (Denmark), & SBIL (Libya)

**Languages Known**

: Arabic, Italian, English, Hindi, Punjabi, Telgu

**Work Experience**

With Tata Docomo 3G (Area & Company Support Manager)

With Ambala Central co Operative Bank (Supervisor) on Contract Basis

With AIVET as Sales Manager

With idea Cellular as Sales & Relationship Manager since 2015

With idea cellular as Sr.BD idea enterprises Services (IES)

**Education**

: B.com 3rd year

**Personal Details**

**Nationality**

: Indian

**Date of Birth**

: April 30, 1983

**Religion**

: Hinduism

**Gender**

: Male

**Marital Status**

: Married

**Mailing Address**

: dheerajginlibya4u@gmail.com

**RESUME IN TEXT**

NAME OF CANDIDATE - DHEERAJ SHARMA  
FATHER's NAME - SH.SATISH SHARMA  
DATE OF BIRTH - 30 - 04 - 1983(30th April, 1983)  
NATIONALITY - INDIAN  
MARITAL STATUS - Married

**\* GOALS:**   
To be a part of an ever-growing organization prove my professional worth, a place where Initiative, hard work and learning through constructive criticism is always promoted.

**\* PERMANENT ADDRESS**   
  
Dheeraj Sharma Railway # 9316/6 Kalal Majri Near Dua Sweets Ambala City Pin- 134003

Haryana (INDIA)   
Phone No. +91 7206 04 1122

dheerajginlibya4u@gmail.com

**\* ACADEMIC QUALIFICATION**   
10th Class - (S.A Jain Senior Secondary School)  
+2 Com. - (S.A Jain Senior Secondary School)

B.Com pursuing through AVIT

**\* TECHINICAL QUALIFICATION**  
I have completed 1 year duration course i.e,   
'BCA' - (Diploma in Basic Computer application & tally) From Bharat Computer Academy, Ambala City Haryana.(Windows, MS-DOS, MS-Word, Excel, Power Point Presentation, Access, & Internet Package)   
**\* LANGUAGE KNOWN**  
Hindi, English, Punjabi, Arabic, Italian   
**\* LANGUAGE WRITE**  
English & Hindi  
**\* BETTER UNDERSTANDING**  
Italian, Telgu

**\* SPORTS IF ANY**  
Player - Haryana Hockey Team1st in Distt.Hockey Tournaments' at Ambala.  
Participate in State Level Hockey tournaments held in Karnal, Haryana

**DETAILS OF WORK EXPERIENCE**(Last 5 years work experience in Warehouse, Store, Logistics, Marketing Purchasing & Telecom i.e., from 2012 to 2018)  
**\* FROM 2004-2005**  
Worked as **'Store Keeper** - cum- Office Assistant' in Electrical Store. at Jagriti Electricals.

\* **NATURE OF JOBS:**  
Dealing with clients, and prepare the records related to Current Stock, Purchase orders, and Preparation of Requirements. Prepare and follow the Journal Ledger, Cash book, Making Records for Sale, Receipts and miscellaneous.  
  
**\* FROM JULY 2005 - DEC. 2007**   
Worked as **'Asst Store Manager'** in AUCC CEMENT PLANT PROJECT LINE I (OPREATION), ZELITIN LIBYA with FLsmidth their ref. Copenhagen Denmark   
  
**\* NATURE OF JOBS:**  
Prepare the data of issue and receipt of Spare parts, Local purchase, and consumable material; prepare the ledger for every type of miscellaneous or consumable material and Stationary items. Purchase material from local market and arrange quotations according requirements. Maintain the spare part ledger; prepare monthly report of spare parts and consumable material. Update spare part ledger.   
  
**\* FROM Nov.19th 2009 to Jan 2011**Worked as **'Warehouse & StoreManager** in AUCC CEMENT PLANT PROJECT LINE I & II (OPREATION) With NLsupervision & FLsmidth (Denmark Copenhagen) SSBIL Zelitin (Libya)

**\* NATURE OF JOBS:**  
Updating the inventory of O&M , issue and receipt of Spare parts& Shipments, Procurement of spare parts and consumable material; prepare the ledger for every type of miscellaneous and consumable material with the coordination of concern departments (mechanical, Electricals, Instrumentation, Preparation, & inspection). Purchase material & prepare quotations from local Market according requirements. Negotiation prizes delivery time and quality of all type of equipments. Maintain the spare part inventory; prepare monthly reports of spares and consumable material. Prepare statements or update stock for shutdown and day by day maintenance.

**\* FROM 2011 – 2014 February**

Worked in Tata Docomo as **Company Support Manager** & in **Future Abroad** as a Regional manager.

**\* FROM March 2014 – November 2014**

Worked as **Warehouse Manager** in AUCC Cement Plant Project Line I & II (Operation) LIBYA

**\* WAREHOUSE OPREATING & UPDATING SYSTEM:**

Microsoft Excel and basic knowledge of Maximo Inventory Software

**\* From Nov 2014 - Nov 2015**

Worked as Marketing Manager in AIVET Educations

\* **From Nov 2015 to July 31st 2017**

Worked as Sales & Relationship Manager in idea cellular ltd.

\* **From Aug 2017 to 6th Feb 2018**

Worked in own Company Named DS Enterprises.

\* **From 7th Feb to 20th June 2018**

Worked as Sr.BDE (IES) idea enterprises services at idea Zonal office

\***From 25th June to 31st August 2018**

Worked as Rural Sales Manager (NRM) in Neev

TATA MOTORS Branch Mohri

\* **From September 2018 to Till Date**

Working in Own partnership Comp DS Enterprises

**Further Target**

To work in an environment wherein I shall have opportunities to exploit my inherent potentialities and deliver my best to the optimum satisfactions of the Organization. I am looking forward to contribute in every possible way within my capacity to further growth of the Organization. I am a self-driven individual who values integrity and commitment. My exposure to diverse cultures and places has enriched my understanding and appreciation of people. Further my nature to help, with initiative has made me a better team member.

**\* DECLARATION** 

I hereby affirm that the abovementioned information furnished by me is true and best of my knowledge.

**DATE**: JAN 2019