

Curriculum Vitae

HARI MOHAN SHARMA

Admin Executive (1.8 Yrs.)

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ADD: 1/12 Karawal Nagar Extn.
Delhi-110094



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CAREER OBJECTIVE:

Seeking a position in the administration, where I can optimize my expertise and to be in the management To ensure Organizational smooth working and Growth.



PROFESSIONAL PROFILE:

POST GRADUATION

May 2015

M.B.A – Human Resource Management (2013 – 2015)

- Sikkim Manipal University
- Correspondence
- Percentage: 57%

GRADUATION

April 2013

B.A – Programme (2007 – 2012)

- Delhi University
- correspondence
- Percentage: 43%

ACADEMIC

August 2007

12th – C.B.S.E, DELHI (2006 – 2007)

- Govt. Boys Senior Secondary School, Delhi
- Percentage: 59%

August 2005

10th – C.B.S.E, DELHI (2004 – 2005)

- Govt. Boys Senior Secondary School, Delhi
- Percentage: 44%



TECHNICAL PROFILE:

1 year Diploma in Computer Application Course, DELHI



EXPERIENCE PROFILE: ADMINISTRATION

- ❖ **Wildnet Technologies Pvt Ltd.**
Center Admin, Dec 2019 to Jan 2020 (Corporate Office, Noida)
- ❖ **Health Care at Home India Pvt Ltd.**
Center Admin, Mar 2019 to Aug 2019 (Corporate Office, Noida)
- ❖ **Aks IT Services Pvt Ltd.**
Admin Executive, Dec 2018 to Feb 2019 (Corporate Office, Noida)
- ❖ **Netambit Insource & E-Services Pvt Ltd.**
Admin Executive, 11 Months (Corporate Office, Noida)



ROLES & RESONSIBILITIES: EXECUTIVE

- To perform General Admin Task, meetings, and manage events & conferences.
- To ensure premises and Cafeteria regularly basis that the responsibility allocated are-
Being performed as per the service-level standard.
- To develop vendors for general purchasing, maintenance Goods, stationary, F&B goods-
Other purchases and Get available all the stock on monthly basis.
- To reconcile inventory stock, allotted stock and assets database, and assets inward/outward, etc.
- To monitor the expenses and optimize an effective method for petty cash management.
- To ensure all Bills submitted timely & complete operational requirements with authentic records.
- To managing and ensuring proper function of office infrastructures & equipment's like- ACs-
AHU, DG sets, Printers, Vending machine, Fire alarm, CCTV, Bio-metric, etc.
- To arrange facilities services and maintain accurate records for Courier, Water, pest control etc.
- To arrange & Book Travel management (Hotel, Flights, Cab, Train, VISA services)
- To handle queries and complaints via phone, email, and general correspondence to resolve issues.
- To cooperate HR Dept. (ID card, Attendance, Bio-Metric and offer/Joining letter, FNF Clearance)
- To coordinate with PAN India branches & provides clerical administrative support.
- To prepare MIS for compliance AMC, invoice and confidential agreements & Bills/payment records.
- To assess Fire Safety equipment & conducts reports on safety procedures for Audit.
- To maintain certain records and registers for the statutory requirements.
- To check building maintenance like- windows, doors, railings and clean drains and roof, etc.
- To complete all miscellaneous work that has not mentioned above and that may rise on-
A time To time basis.



PERSONAL SKILLS:

- Work Without or minimal supervision as Admin.
- Useful & Effective Tactics for Work.
- Ability to work Cope well under pressure.
- Handle all the responsibilities for Organization.
- Excellent verbal skills & Organizational Admin Skills
- Like to interact with different people.
- Ability to learn new things and Dedicated.



PERSONAL PROFILE:

Father's Name	:	R.K Sharma
Date of Birth	:	03-03-1990
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	Hindi and English
Hobbies	:	Learning



DECLARATION

I hereby declare that the above furnished information's are true to my best of knowledge and belief.

Date :

Yours truly,

Place :

(HARI MOHAN SHARMA)