

CURRICULAM VITAE

MANOJ SHARMA

Address

342,Ganga Niketan Township Behind Bima Hospital AB Road Dewas (M.P)

Mob – 9926807840

Sharma0380@gmail.com

OBJECTIVE

Position offering innovative, challenging engagement that will utilize my education, my professional Skills and will offer advancement opportunity.

EXPERIENCE

More than 12 years in IT Company .

1. Advanz 101 Sytems pvt Ltd. 7.5+ years as a **Asst. Manager KPM** and **Asst.Manager Data Analytics**
- 2.I Smart E Solution Pvt Ltd. 4.5 years as a **Billing In-charge** in Govt.e-commerce project.
3. Education and Production Company – 3 years.

Current JOB PROFILE

Advanz 101 Systems Pvt Ltd Asst. Manager Data Analytics

Profile in Advanz101 business Intelligence Indore.

- Making Dash Board & BI reports for Management and clients in **ZOHO Analytics**.
- Provide Data Analysis reports for Management and clients.
- Calculations of Schemes rewards Point for Current Project **Retailers App**.
- Handling back office team

Advanz 101 Systems Pvt Ltd Asst. Manager KPM

- Handle back office Sales coordinator team
- Check field staff activities on daily basis.
- Help to solve their queries related to software, HR, Product, transport, depot related issues etc.
- Data analysis of sales.
- Calculation and disbursement of schemes.
- Taking Monthly review meetings.
- Maintain MIS report.

- Checking Day reports.
- Administration relegated work.
- Correspondence with parties.
- Assisting Director for coordinating Management Meetings.
- Felicitating visitors
- Any other work (including confidential work) assigned by the Chairmen.
- Market Survey
- Generate sales reports for H.O.D like DSR, Primary Secondary report, product order report, target, Tour programme etc.
- Working on launching of new products.

PROFESSIONAL EXPERIENCE

Worked with Prestige Institute of Management Dewas as a MIS executive cum Administrative Officer from 10 Oct 2010 to 05 Oct 2011.

Profile in Prestige Institute of Management Dewas:-

- Letter drafting.
- Making notices.
- Administration relegated work.
- Handling Store
- Handle fourth class employee.
- Attending secretarial and administrative work of the director
- Correspondence with Govt. offices & confidential work of the director's office.
- Arrangements of Interviews of Staff and Faculties.
- Assisting Director for coordinating Management Meetings.
- Helping in administrative functions of Institute.
- Procurement and controlling of major stores / stationary items.
- Arrangement of seminars, workshops, and other programs.
- Felicitating visitors.
- Issuing notices, circulars, office orders, inter office memo
- Any other work (including confidential work) assigned by the director.

Worked with Tata International in Back office as a executive. March 2010 to Sep 2010.

Profile in Tata International Ltd Dewas:-

- Maintain Store,
- Supervision on Worker,
- Making Production Report ,
- Data Analysis,
- and other Internal works.

Worked with I Smart E Solution Pvt Ltd. (Indore) as Executive MIS/Accounts. Oct. 2005 To Feb 2010.

Profile in I Smart E Solution Pvt Ltd Indore.: -

- Checking bills of All M.P Grain, Fruit & Vegetables traders Accounts.
- Maintain M.I.S records.
- Data Analysis.
- Maintaining Daily Cash Transactions.
- Cash salary Disbursement.
- Preparation of Vouchers, invoices.
- Bank related work - deposit /withdrawal.

Worked with Gajra Gears Pvt. Ltd., Dewas M.P as Asst. Accountant

Profile in Gajra gears Industries Dewas:

- Maintain Daily Cash Transaction.
- Cash salary disbursement,
- Prepare Manual Vouchers,
- Prepare Invoices and Party checks.
- Manual Banking related work deposit/withdrawal. [9months as a trainee]

QUALIFICATION

<u>EXAM PASSED</u>	<u>BOARD/ UNIVERSITY</u>	<u>YEAR</u>
Graduation (B. Com)	Vikram, Ujjain, M.P	2000
Higher Secondary	CBSE.Visakhapatnam A.P.	1997
High School	CBSE. Visakhapatnam A.P	1995

OTHER SKILLS / QUALIFICATIONS

Knowledge of Zoho Analytics software

Certificate in computer Applications

COMPUTER PROFICIENCY

MS OFFICE, Google docs, Crystal reports, E-mail & Internet.

Good commands on **Word & Excel**.(Pivot table and chart, lookup, conditions etc.)

PERSONAL DETAILS

Name	...	Manoj Sharma
Father	...	Mr. Satya Narayan Sharma
Mother	...	Mrs. Sumitra Sharma
DOB	...	15-Mar-1980
Gender	...	Male
Marital Status	...	Married

Nationality	...	Indian
Languages Known	...	Hindi & English
Present Address	...	342 Ganaga Niketan Township Ujjain Road Dewas(M.P)
Permanent Address	...	342 Ganaga Niketan Township Ujjain Road Dewas(M.P)
Contact No.	...	9926807840
E-mail ID	...	sharma0380@gmail.com

Declaration

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

Date:

Place:

Manoj Sharma