

# **CURRICULUM VITAE**

**Gaurav Sharma**

**Address:-**

**B-51, Street No.-1,  
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Delhi -110092**

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## **CAREER OBJECTIVE :-**

To work in professionally managed organization as part of Data Entry/MIS team that fosters a spirit of learning and teamwork where I can acquire knowledge, gain experience and grow, and simultaneously provide inputs by way of my talent and skills to achieve the organization objectives. Would like to be a part of an organization where my growth potential can be harnessed and as such I will be able to deliver much more than what I am capable to make the best use of my skills and strive hard to come up with the organization's expectations.

## **EDUCATIONAL QULIFICATION:-**

- 12<sup>th</sup> Passed from Delhi CBSE in the Year 2012.
- 10<sup>th</sup> Passed from Delhi CBSE in the Year 2009.

## **WORK EXPERIENCE :-**

- Working as Apprentice (SAP, Data Preparation & Computer Software Trade) in MOTHER DAIRY, Patparganj, Delhi-110092 from September, 2012 to September, 2014 onwards.
  1. Maintain Dispatch data in Excel.
  2. Work on SAP & TCS
- Working in mother dairy form 1<sup>st</sup> of July 2016 to 10<sup>th</sup> of February 2019 at Contract Manufacturing Department.  
Presently Doing SAP Related works.-
  1. Conversion Process convert milk into butter and powder in SAP.
  2. Maintain Milk Sales Data SAP to excel.
  3. Check bills weekly.
  4. Scanning, printing & emailing work.

## **TECHNICAL QUALIFICATION:-**

- Basic Knowledge of Computer Application (SAP & Internet).  
Well versed with SAP. SD MODULE

## **PERSONAL DETAILS :-**

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|-----------------------|----------|---|
| <b>Father's Name</b>  | <b>:</b> | <b>Jai Prakash Sharma</b>                   |
| <b>Marital Status</b> | <b>:</b> | <b>Unmarried</b>                            |
| <b>Nationality</b>    | <b>:</b> | <b>Indian</b>                               |
| <b>Language known</b> | <b>:</b> | <b>Hindi &amp; English</b>                  |
| <b>Hobbies</b>        | <b>:</b> | <b>Making friends &amp; Listening Music</b> |

**Date : 06.03.2019**

**Places: Delhi**

**(Gaurav Sharma)**