Anand Sharma

Jaipur, Rajasthan
anandsharma4838_ad9@indeedemail.com
+91-9828458989

• To continue my career with an organization that will utilize my Management, Supervision & Administrative skills to benefit mutual growth and success. I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively. My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation. To further my professional career with an executive level management position in a world class company. Seek to diversify my skills in another industry and as part of a larger organization. Relocation desirable.

Work Experience

District Mission Manager (Financial Inclusion)

Nagar Parishad Churu - Churu, Rajasthan

June 2017 to September 2018

Designation: - District Mission Manager (Financial Inclusion).
Responsibilities & Duties:-
• To reduce poverty and vulnerability of the urban poor households by enabling them to access self-employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor.
• Financial assistance to individuals/groups of urban poor for setting up gainful self-employment ventures/micro-enterprises, suited to their skills, training, aptitude and local conditions.
• The under-employed and unemployed urban poor will be encouraged to set up small enterprises relating to manufacturing, servicing and petty business for which there is considerable local demand.
• Individual and group micro enterprises will be supported. The project cost ceiling will be Rs. 2 lakh for individual enterprises and Rs. 10 Lakh for group enterprises.
• Individual and groups may be provided loan from the banks and the application for such loans be preferably recommended by the SHGs.
• The mission would aim at providing shelter equipped with essential services to the urban homeless in a phased manner.
• In addition, the Mission would also address livelihood concerns of the urban street vendors by facilitating access to suitable spaces, institutional credit, social security and skills to the urban street vendors for accessing emerging market opportunities.
• Bank/ Branches visit for achievement target of Apl/Bpl families of SEP programme for different type of loan category (Individuals loan, Group Loan, Credit Linkage to SHG women group).
• Monitoring All Urban Local Bodies of Churu district for the govt.project.
• Provide a Loan Facility to APL/BPL families for Self Employment.
• Subsidy Provide to Applicant for Self Employment Programme.
• Incharge of Swacch Bharat Mission.
• Maintain Relationship Between Bankers and Govt. Sector.

• Facility Provide to youth and street vendors for various training programs.
• Management or component Support to Nine Ulb's Staff for Govt. Undertaking Programs.
• Developed a plan or strategies for all components achieving target of district and local bodies.
• Coordinating with cross discipline team members to make sure that all Component are on track with project requirements, deadlines, and schedules.
• Meeting with project team members to identify and resolve issues.
• Preparing status reports by gathering, analyzing and summarizing relevant information.
• Establishing effective project communication plans and ensuring their execution.
• Coordinating the development of user manuals, training materials and other documents as needed to enable successful implementation and turnover of the process or system to the Beneficiaries.
• Identifying and developing new opportunities with clients.
• Obtaining customer acceptance of project deliverables.
• Managing Beneficiaries satisfaction within project transition period.
• Conducting post project evaluation and identifying successful and unsuccessful project elements.

State Technical Head & Office In-charge
ODP C/O Nagar Nigam Jaipur - Jaipur, Rajasthan
May 2014 to December 2016

Responsibilities & Duties:-
• Worked on Many Projects of Nagar Nigam Jaipur using platform's (VB6.0 & Asp.Net(C#)) like
a) Solid Waste Management,
b) Entery System of Call Center Grievances ,
c) Sugam Samadhan,
d) Vehicle Entry System,
e) File Tracking System,
f) License software for shop/Restaurant and hotels.
g) Maintain portal of jaipur Municipal Corporation.
h) Support to Property tax and house tax desktop application software.
• Provide technical support to all Zone Offices & Garage, Helpline Centers of NNJ.
• Expert in Presentation, Documentation, MIS Reporting and Administrative Work.
• Report progress, including any changes made to plans and production.
• Contribute to product design and establishment of requirements.
• Delegate technical responsibilities and monitor progress of projects.
• Work closely with project manager during all phases of development lifecycle.
• Review all work produced by development team.
• Ensure code produced meets company standards.
• Conduct interviews, hire, and train new technical support/IT staff.
• Assigning responsibilities to team.
• Ensure delivery of center level targets from mobilization to handholding of candidates within stipulated time.
• Network with key stakeholders in the state and identify new opportunities for business development.

• Independently follow-up on those opportunities o Coordinate with the BD team in the HO for deal closure.
• Preparing and managing budgets for the region/state.
• Revenue generation for the given region/s, as per business plan.
• Responsible for monitoring operating and capital expenditure of the region.

• Ensuring full compliance to laid down Quality systems o Maintaining accounting standards in centers and ensure 100% compliance in the region o Comply with organizational policies.
• Meeting requirements of internal and external stakeholders.
• Provide guidance and insight to upper management and procure buy-in.

MIS-Programmer & Management Coordinator
SUNSHINE INFOSOFT PVT. LTD
April 2011 to April 2013

Responsibilities & Duties:-
• Provided technical support to various computer and servers in facility.
• Provided technical support to Window users.
• Maintained computer operations for entire facility.
• Maintained various activities for development projects.
• Create Documents related to software.
• Develop and implement standardized MIS procedures across all business applications.
• Develop process improvements for increased efficiency and cost effectiveness.
• Perform periodic maintenance and servicing of MIS system to improve operational efficiency.
• Develop and maintain broad knowledge of company's' business and technology requirements and needs.
• Develop and maintain system plan including operational requirements, budget requirements and schedules.
• Recommend and implement new technology solutions to improve productivity.
• Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
• Organizing, attending and participating in stakeholder meetings.
• Documenting and following up on important actions and decisions from meetings.
• Preparing necessary presentation materials for meetings.
• Ensuring project deadlines are met.
• Determining project changes.
• Providing administrative support as needed.
• Undertaking project tasks as required.
• Developing project strategies.
• Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
• Assess project risks and issues and provide solutions where applicable.
• Ensure stakeholder views are managed towards the best solution.
• Chair and facilitate meetings where appropriate and distribute minutes to all project team members.

• Create a project management calendar for fulfilling each goal and objective.

MIS Manager and Team Leader
NREGA (GOVT.)
July 2010 to January 2011

Responsibilities & Duties:-
• Coordinate with MIS team to ensure that technology, infrastructure and operational requirements are met.
• Plan and manage software and hardware installations.
• Supervise and motivate MIS team to work collectively and efficiently.
• Conduct training on MIS activities to increase staff expertise.

• Look after the maintenance of the computer systems and make sure that all the departments are functioning properly.
• Provide training and necessary assistance for the employees involved in implementation and maintenance of the software systems.
• Train the employees in using information systems and help them understand the configuration of the systems.
• Develop and implement MIS policies to ensure data accuracy and security.
• Create Weekly, Monthly reports and maintain all records.
• Generates and shares comprehensive and detailed reports about team performance, mission-related objectives, and deadlines.
• Conducts team meetings to update members on best practices and continuing expectations.
• Develops strategies to promote team member adherence to company regulations and performance goals.
• Communicates deadlines and target to team members.
• Assists management with hiring processes and new team member training.
• Answers team member questions, helps with team member problems, and oversees team member work for quality and guideline compliance.
• Provides encouragement to team members, including communicating team goals and identifying areas for new training or skill checks.
• Supports team manager and performs management duties when manager is absent or out of office.
• Inspections Of all MIS work Daily.

MIS Specialist & Team Leader
Eagle Software
April 2008 to June 2010

Responsibilities & Duties:-
• Provided technical support to Window users.
• Administered and provided support to MIS projects.
• Developed project plans and detail of project phases.
• Maintained various activities for development projects.
• Monitor MIS performance regularly to avoid unplanned outages and down times.
• Provide customer support for OS issues, network problems and software installations, etc.
• Plan and manage upgrades of hardware and software systems.
• Track and monitor security of hardware and software systems.
• Provide customer support for system functional, operational and technical issues.
• Develop MIS process improvements for increased efficiency.
• Maintain and support MIS activities.
• Coordinate with cross-functional teams to resolve complex problems/issues.
• Provide technical support to ensure that hardware and software systems are fully functional.
• Manage security administration activities for systems.
• Create and generate reports in timely and accurate manner.
• Conduct system training to appropriate staff on regular basis.
• Manage system maintenance and security activities.
• Train users on new applications and upgrades.

Programmer & Team Leader
HCL (NSCSPL) - Jaipur, Rajasthan
December 2006 to March 2008

Responsibilities & Duties:-
• Worked of SSRS Reporting Service (HGB, RGB, PNB, and HPSCB).
• Designing, developing and maintaining business intelligence solutions.
• Crafting and executing queries upon request for data.
• Translate business needs to technical specifications.
• Design, build and deploy BI solutions (e.g. reporting tools).
• Maintain and support data analytics platforms (e.g. Micro Strategy).
• Create tools to store data (e.g. OLAP cubes).
• Conduct unit testing and troubleshooting.
• Evaluate and improve existing BI systems.
• Collaborate with teams to integrate systems.
• Develop and execute database queries and conduct analyses.
• Create visualizations and reports for requested projects.
• Develop and update technical documentation.
• Presenting information through reports and visualization.
• Worked of Live Project ASP, VB.NET, SQL2005, Reporting Tool.
• Knowledge of Data Ware Housing (E.T.L. Process).
• Worked On client side of UBKGB (BIHAR).
• Worked On client side of PNB-HFL (DELHI).
• Coordinate with Business Analysts and customers to develop business requirements and specifications documents.
• Develop standard reports and functional dashboards based on business requirements.
• Maintain business intelligence models to design, develop and generate both standard and ad-hoc reports.
• Generate reports for internal and external customers for business performance monitoring and business decision making.
• Work with Project Manager in developing and executing project plans within assigned schedule and timeline.
• Manage new report generation and report enhancement based on the change requests.
• Perform data warehouse design and modeling according to established standards.
• Determine business intelligence and data warehousing solutions to meet business needs.
• Ensure to generate and deliver quality reports to customers in timely and accurate manner.
• Identify and resolve data reporting issues in a timely fashion.
• Perform quality assurance checks on new or enhanced reports.
• Guide junior engineers in their duties when needed.
• Recommend improvements to provide optimum reporting solutions.
• Stay updated with business operations and business intelligence processes.
• Conduct training programs and knowledge transfer sessions to junior developers when needed.

Education

MBA MCA in commerce
Board of Secondary Education

Bachelor of Commerce B.COM in Commerce B.COM
L.B.S College - Jaipur, Rajasthan

Khaitan Polytechnic College Jaipur - Jaipur, Rajasthan

Master of Computer Application in Computer Application
Rajasthan University - Jaipur, Rajasthan

Diploma in Management DIM in Management
IGNOU

Post Graduate Diploma in Human Resource Management PGDHRM in Human Resource Management
IGNOU

Post Graduate Diploma in Management PGDIM in Management
IGNOU

MBA in Master of Business Administrations
IGNOU

Skills / IT Skills

- Deep knowledge of troubleshoot methods and techniques.
- Exceptional knowledge of documenting training procedures.
- Sound ability to work on various software applications.
- Skilled to perform research on various products.
- Proficient in various resolution techniques.
- Focused on best practices and models that are used in the industry and can be helpful in meeting the expectations of the employees.
- Good project management skills and ability to pay attention towards the qualitative and quantitative aspects.
- Experienced in managing information systems projects.
- Expertise in planning and maintaining enterprise hardware and software.
- Ability to accept challenges and tackle difficult situations and meet the expected goals. Computer Proficiency:-
- Language:-C, C++, Data Structure.
- Web Technologies:-HTML, DHTML, XHTML, CSS.
- Microsoft Technologies:-ASP, VB.NET, VISUAL BASIC 6.0.
- DBMS/RDBMS:-MS Access's, Sql Server2005.
- Operating Systems:-Ms-Dos, Windows 95/98//2k/XP.
- Reporting Services:-Crystal reports, SSRS, Pro Clarity.
- Other Services:
- SSIS, SSAS.