

## COVER LETTER

Anil Kumar Sharma

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Dear Hiring Manager,

I'm applying for a Civil Engineer position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

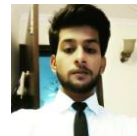
Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Anil Kumar Sharma

**Anil Kumar Sharma**  
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92, Mayur Vihar phase -1 New Delhi, 110091.  
Mobile: +91, 9643415640



## CAREER OBJECTIVE

To obtain a challenging position in a high quality engineering environment where my resourceful experience and academic skills will add value to organizational operations

## ACADEMIC DETAILS

- Bachelor of engineering [2014] with aggregate of 6.9 from RGPV University
- Higher secondary [2009] with aggregate of 60% from Saraswati shishu mandir higher secondary school, Rewa(M.P.)
- High school [2007] with aggregate of 84.4% from Saraswati shishu mandir higher secondary school, Rewa(M.P.)

## WORK EXPERIENCE

- Working as Project Manager in VANISB TECHNOLOGY from March 2017 to till  
date Role: Plan the delivery of the project at hand.
  - Manage the day-to-day working, utilization, implementation and technical consultants engaged on client assignments. From ensuring the correct material turns up before a job, to explaining the work ethics and activities to colleagues.
  - Report progress on projects by suitable media to sector management, maintain and update project reporting, checkpoints and financial reporting to a high standard.
  - Plan and arrange visits to existing and new potential clients, ensuring every client receives sufficient support to enhance their relationships.
  - Develop contacts with senior staff, directors, and other influential staff within each account during the implementation phase.
  - Co-ordinate required support levels and training.
  - Produce reports on each project at agreed intervals, and whenever substantive actions are required.
- Worked as Civil engineer in AR CONSTRUCTION from Jul 2014 to Dec 2017  
Role: - Maintain all site construction work.
  - Construction material management.
  - Maintain to product quantity.
  - Instruct of labors according to drawing structure.
  - Mostly I preferred my works are completed in my completion date. Etc...

## PROJECT DETAILS

### • Project-1

**Description :** G+2, Residential building  
Address: Mayur Vihar phase-1, New Delhi.

**Duration :** 4months

**Role :** Project manager

**Team Size :** 12

### • Project -2

**Description :** G+4 Residential building.  
Address: khoda, Noida (up.)

**Duration :** 8-9month

**Role :** Project manager

**Team Size :** 28

### • Project-3

**Description :** G+8, residential Building.  
Address: patpadganj New Delhi.

**Duration :** 1year 7month

- Role :** Project manager
- Team Size :** 40
- **Project 4**
  - Description :** G+4 Residential building  
Address: Mahavir enclave, palam, New Delhi
  - Duration :** 8months
  - Role :** Civil site engineer
  - Team Size :** 15
- **Project-5**
  - Description :** G+5 Residential building  
Address: Patel garden, nearby dwarka mod New Delhi.
  - Duration :** 1year 3 months
  - Role :** Project engineer
  - Team Size :** 15
- **Project 6**
  - Description :** G+8 residential/commercial building  
Address: e-block, Mohan garden, dwarka mod New Delhi.
  - Duration :** 1.6year
  - Role :** Project engineer
  - Team Size :** 25
- **Project 7**
  - Description :** maintenance work in MES  
Address: west zone Delhi cant.
  - Duration :** 30days
  - Role :** Project engineer
  - Team Size :** 5
- **Project 8**
  - Description :** G+4 Residential building  
Address: dwarka sector-3, New Delhi.
  - Duration :** 1.4year
  - Role :** Project engineer
  - Team Size :** 28
- **Project 9**
  - Description :** G+4 commercial building.  
Address: Pashim VIHAR, New Delhi.
  - Duration :** 1.2 years
  - Role :** Project engineer
  - Team Size :** 15
- **Project 10**
  - Description :** approximate 30-40 project in MES.  
All types maintenance work in MES.  
Address: Delhi cant.
  - Duration :** 2year
  - Role :** Project engineer
  - Team Size :** 15
- **Major project**
  - Description :** National Highway 7 Road Construction in Rewa.
  - Duration :** 3months
  - Role :** Trainee engineer
  - Team Size :** 5
- **Minor project**
  - Description :** dlf park place  
Address: dlf phase -3, Gurgaon New Delhi.

**Duration** : 45  
**Role** : Trainee engineer  
**Team Size** : 10

• **Academic project**

**Description** : Rain water harvesting working model.  
**Duration** : 15days  
**Role** : Team member  
**Team Size** : 10

## FIELD OF INTERESTS

- Building construction
- Highway construction
- Architectural drawings
- Civil design
- Surveying
- MEP works

## SKILLS

- Project Manager
- Civil Engineer
- AutoCAD designer
- Revit structure designer
- Revit Architectural designer

## INDUSTRIAL EXPOSURE

**Industrial Visit at:**

- Dlf Building India
- Dilip Buildcon pvt. ltd.

**In plant Training at:**

- Dlf limited phase-3 of park place building construction site.
- Dilip building NH-7, Highway construction site.

## ACHIEVEMENTS

- As a civil engineer I have done 40-50 projects.
- 6 times continuous winner in school drama programs.
- 5 times continuous winner in state level championship in science programs.
- 2 times winner in national championship in science programs.
- 3 times continuous collage president (2011-2014)
- 2 times won the cricket cup University cricket championship in RGPV Bhopal.

## CURRICULAR ACTIVITIES

- MEP designing
- Building Designing
- Tunnel designing
- Debate & Discussion
- Preparation of chart & Models
- Play Drama

## STRENGTH & HOBBIES

- Leadership
- Team player
- Honest

- Professional
- Confidence
- Good listener
- To roam
- Listening music
- Photography
- Increasing Myself
- Playing cards
- Watching cricket

## REFERENCE

**Brajesh Patel**

Managing director

Vanisb technology

bpbrajesh700@gmail.com

9870270300

## DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: New Delhi



(Anil Kumar Sharma)