

## **SANJAY KUMAR**

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**Seeking excellence in the chosen professional field through self motivation, hard work and augmentation of core skills requires for effectively delivering the goods. Believe strongly in the concept of work through positive motivation. The career planning consists of effective implementation of given task and responsibilities.**

### **SYNOPSIS**

Proficient in handling multiple tasks and projects simultaneously in challenging environments. A proactive learner with a flair for adopting emerging trends & addressing industry requirements to achieve organizational objectives & profitability norms. An effective communicator with strong analytical, problem solving & organizational abilities.

### **ACADEMIA**

- Graduate from Delhi University. (B.Com Pass) Delhi in 2000.
- Senior Secondary with Commerce Stream from C.B.S.E., Delhi in 1997.

### **IT PURVIEW**

- ✓ **MCSE (Microsoft Certified Systems Engineer)** from Institute of Network Technology (India) Pvt. Ltd. (INT), CTEC Patel Nagar, New Delhi.
- ✓ **Microsoft Certified Professional on Windows 2000 Server (MCP ID No. 2569193)**
- ✓ **Microsoft Certified Professional on Windows 2000 Professional**
- ✓ **Advance Diploma in Computer Hardware & Networking from Jetking School of Electronic Technology, Pusa Road.**

### **INDUSTRIAL EXPERIENCES**

Presently Working in Shyama Power India Limited as a Manager Billing to Director (Tech) Transmission Line from 20.12.2010 till continues

## **Essential Duties**

### **As in Billing Deptt.**

- Supply & PV billing for different projects of Transmission Line : (Pallatana, Jaipur- Bassi, Champa-Pooling, Vadodra-Asoj, Padghe-Padghe, Sikkim, Biharsharif, Bhutan)
- Raising Inspection Call to Powergrid for issuance the MICC for billing.
- Follow up with Clients for status of CIP and MICC for billing.
- Follow up with Vendors for Material Dispatch Status & Billing related Dispatch documents like: Delivery Challan, Packing List, G. Certificate, L.R.Copy Etc..
- Maintaining the sale bill record in ERP.
- To check the PV Invoices claimed by Vendors to us.

### **As a Project Co-ordinator**

- Co-ordination with vendors towards status of Raw Material, Progress of Tower Parts Manufacturing, Status of Tower Inspection.
- Making the Purchase Order for Procurement the Material.
- Raising Inspection Call to Powergrid for Raw Material & for inspect the material manufactured by various vendors.
- Submission of Structural Drawing, B.O.M. & Test Reports, related to the Project to Powergrid for further Approval.
- Maintaining status of material pending for dispatch.
- Co-ordination with site (Champa-Pooling, Pallatana) regarding requirement, issuance, consumption & store balance.
- Payment to suppliers / Contractors for Steel, Cement, T&P, Site Gang, Erection, Foundation gang etc.

◆ **Worked with HCL Infosystems Ltd. as a Area Sales Executive from 11<sup>th</sup> June 2007 to 07<sup>th</sup> December, 2010.**

◆ **Worked with 24/7 Technologies from 2003 to 7<sup>th</sup> June 2007 as a Sales Supervisor.**

◆ **Worked with Eon Computers** from 1999-2003 as a Sales Executive.

### EXTRA CURRICULAR ACTIVITIES

**Actively taking participate in all extra curricular activities in terms of my company or my social responsibility.**

### PERSONAL VITAE

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|------------------------|--|
| <b>Father's Name</b>   | <b>: Late Shri. Rajinder Nath</b>                            |
| <b>Mother's Name</b>   | <b>: Mrs. Radharani</b>                                      |
| <b>Current Address</b> | <b>: 3-D, Pandav Nagar, DDA Flats, Naraina Road. N.D- 08</b> |
| <b>Marital Status</b>  | <b>: Married.</b>  |
| <b>Language Known</b>  | <b>: English and Hindi</b>                                   |

### ASSETS

Good understanding of Human Behaviour, keen desire to achieve Success, Self Discipline, Optimistic attitude, Good planning skills, spirit of team work and cooperation, Adaptability and learning ability, believe only in results, regular and punctual.

### DECLARATION

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

**New Delhi**

**Date:**

**(Sanjay Kumar)**