

Curriculum-Vitae

Manish Sharma

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OBJECTIVE

Seeking an opportunity in a reputed organization where I can utilize my ability and capability for the benefit of that prospective company.

EDUCATION

MCA (Master of Computer Application) from Amity University, Noida.
BCA (Bachelor of Computer Application) from CCS University, Meerut.
12th Passed from C.B.S.E. Board.
10th Passed from C.B.S.E. Board.

COMPUTER SKILLS

- Proficient with Microsoft Office System (including Microsoft Word, Microsoft Excel, Microsoft PowerPoint®, Microsoft Access, and Microsoft Outlook®)

WORK EXPERIENCE

Recently Engaged: Nov 2014 to Present in NDTV Ltd.

Designation: Administrative Assistant

Process Area: Infrastructure, Logistics & Operational Support

Previous: Worked with **Genpact India Pvt. Ltd.** From Feb. 2014 to Jul. 2014.

Designation: Admin. Executive

Process Area: Infrastructure & Logistics

JOB RESPONSIBILITIES

Responsible for maintaining and managing the facility with the overall employee strength of 1400+ in 24*7 as well as for supporting team Security, Housekeeping, and Maintenance.

- Provide assistance to Associate vice president.
- Interaction with all departments on a particular Site.
- Confidential Correspondence and Data Document Creation and Maintenance.
- Mail Handling Research and Reporting.
- Preparation of itinerary, arranging accommodation, meeting, conference & Training room's bookings, External Visit & Events Management (Town halls, Family visit, Process inauguration & Birthday celebrations).
- Allocation of stationary requests & Take care of boardrooms.
- Expense projection on monthly basis, tracking and reporting.
- Responsible for preparing MMR (Monthly management Review).
- Responsible for R&M management.

- Inventory Management.
- Monitor the functioning of the front desk and logistics help desk and information updates to deliver better satisfaction levels.
- Organizing ERT (Emergency Rescue Team) training & Fire drill to educate employees on safely perspective to handle emergency situation.
- Implemented the BCP in hazardous situations.
- Planning and preparing monthly reports pertaining to finance required for maintaining office infrastructure and facilities.
- Responsible of smooth running of cafeteria, which includes conducting monthly Food testing, kitchen audits, food festivals in the facility.
- Responsible for day to day working with Team which includes identification of snags related to building infrastructure, raising PR/PO.
- Responsible for the client visit happening in facility of projects, which includes co-ordination with event team & logistic team, board room & catering arrangements, taking care of project specific requirement related to visit.
- Responsible to take the permission from government for the smooth functioning like:
 - Lift licence, Fire licencing, Police permissions for events & Parking permissions.

EHS Management

- Conducted Mock/Fire drills at site.
- Taking care of Site Safety Audits.
- Conducted EHS awareness programs for Employees.
- Responsible for Cafeteria Audit.

SKILLS

- Good communication, presentation and interpersonal skills.
- Quick to apply initiative and ability to work effectively.
- Good decision maker.
- Team spirit.
- Ability to work and deliver quality under pressure.

REWARD & Recognition

- Outstanding performer from the last 2 years.
- Good Team Leader of the successful event like: - Swachh Bharat Abhiyan, Car and bike Award show, Youth for change conclave. Marks for sports, Elections counting day & Budget day.

PERSONAL INFORMATION

| | |
|-----------------|------------------------------|
| Father Name | : Sh. Ravindra Kumar Sharma |
| Date of Birth | : 26 th Sept 1990 |
| Marital Status | : Married |
| Nationality | : Indian |
| Language Known_ | : Hindi & English |

DECLARATION

All the information above provided by me is true to best of my knowledge and I can provide the entire document on demand.

DATE:

PLACE:

(Manish Sharma)