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| ARUN KUMAR SHARMA  ***MCA***  ***INSTITUTE OF MANAGEMENT STUDIES GHAZIABAD.*** Permanent Address *H.NO 659,B.D.O ROAD, GOMIA, SASBERA*  *DIST-BOKARO,*  *JHARKHAND*  *PIN-201010*  ***Correspondence address***  *H.NO 659,B.D.O ROAD, GOMIA, SASBERA*  *DIST-BOKARO,*  *JHARKHAND*  *PIN-201010* Contact Number ***+91-9911035608***  ***E-Mail:***  Aruns24@hotmail.com Personal Data *Date of Birth :29-12-1990*  *Sex : Male*  *Nationality :Indian* Marital Status : Single *PAN Number :FTHPS2128J* | Professional Objective  IT professional with experience in the Education and Manufacturing industry. Possess a comprehensive background covering Business Analysis, Quality Assurance and Project Management in a wide variety of business applications, as well as Business/Systems/Data Analysis, report development, implementation, and maintenance.  Skill Set   * ERP Implementation(HCM/Purchase/Inventory/sales/University Modules) * SQL Support * Business Analyst * Data Management/ Reports * Good communication skills * Knowledge of Managing C-Panel * Knowledge of Managing domain on C-Panel * Ability to work in a group/team * Ability to adapt to different situations * Self-motivated * Strong understanding of customer and market dynamics and requirements. * Open to travel and work in a global team of professionals.   Career Highlights  **Organization – CLOCK SOFT SOLUTIONS LTD. (An IT company based in Noida**)  **Experience -- 3 Year ( 4 January 2016 to 30 December 2018)**  **Designation -- Support & implementation Executive**  **Role & Responsibilities -**   * **Functional consultant of Clock ERP & Clock HRM.** * Leading training and implementations for small to large scale clients**.** * Meeting timelines and budget requirements on various projects. * Responsible for managing client expectations. * Manage multiple clients and projects/tasks simultaneously. * Assess/evaluate client requirements against scope of project, manage project plan and schedule. * Understanding business process and software which is going to be implemented. * Do the GAP analysis and documentation. * ERP implementation and support of across all departments. * Configuring client data into system as per client requirement. * Training Clients with awareness on ERP System. * Plan reporting and consolidation for group companies. * Master data verification, correction and validation. * Adjust business where necessary to accommodate the ERP system. * Educate the users concerning best practices of working. * Data Migration. * Testing on ERP. * Post Go live support and Handover. * Travel onsite for Training and Implementation if required. * Post implementation support. * User training and/ Upgrades. |

**Organization – NAD INFOTECH PVT. LTD.**

**Experience -- 8 Month (December2013 to August 2014)**

**Designation -- Technical Support Executive**

**Role & Responsibilities –**

* Install, upgrade, support and troubleshoot XP, Windows 7 and Microsoft Office 2007 and any other authorized desktop applications.
* Install, upgrade, support and troubleshoot for printers, computer hardware and any other authorized peripheral equipment.
* Performs general preventative maintenance tasks on computers, laptops, printers and any other authorized peripheral equipment.
* Performs remedial repairs on computers, laptops, printers and any other authorized peripheral equipment.
* Customize desktop hardware to meet user specifications and site standards.

Project Description

**Client: STAREX UNIVERSITY, GURGAON, HARYANA**

**Platform:** Clock University ERP

**Job Profile:**

* Interfacing between the customer and Technical Project team to understand Customer processes, requirements and convert them into functional enhancements within the Application.
* Responsible for handling end to end implementation of application.
* Imparting user training on complete modules to Core Team Members.
* Compiling the business processes for the implementation.
* Giving presentations to customer and demonstrating direct gains.
* Receiving customer’s feedback on completion of the task.
* Managing all modules related to University like library, Admission, Examination, Finance, Transport, Hostel and etc.

**Client: SANSKRITI UNIVERSITY, MATHURA, U.P**

**Platform:** Clock University ERP

**Job Profile:**

* Interfacing between the customer and Technical Project team to understand Customer processes, requirements and convert them into functional enhancements within the Application.
* Responsible for handling end to end implementation of application.
* Imparting user training on complete modules to Core Team Members.
* Compiling the business processes for the implementation.
* Giving presentations to customer and demonstrating direct gains.
* Receiving customer’s feedback on completion of the task.
* Managing all modules related to University like library, Admission, Examination, Finance, Transport, Hostel and etc.

**Client: BHARTI AIRTEL**

**Platform:** Clock Attendance Management System

**Job Profile:**

* Provided Post Implementation Support entailing assisting the application processes on a regular basis.
* Assisting customers to ensure smooth day-to-day operations.
* Maintaining Issue Log and Site Visit Log.
* Managing Pan India Store Attendance.
* Manage Leave Records of All Employees.
* Tracking bugs reports of Application.

**Client: Signature Global**

**Platform:** Clock HCM

**Job Profile:**

* Imparting user training on complete modules to Core Team Members.
* Compiling the business processes for the implementation.
* Manage Payroll Process.
* Managing OD and Reimbursement data.

**Client: Fireball**

**Platform:** Clock Attendance Management

**Job Profile:**

* Identifying enhancements/gaps in current business process.
* Responsible for handling end to end implementation of application.
* Managing Attendance of Employees from Different Location all over India.
* Managing attendance on location and department basic.
* Troubleshooting issue on time basic.

**Client: MITR Hospital**

**Platform:** Clock HCM

**Job Profile:**

* Responsible for handling complete project from end to end.
* Imparting user training on complete modules to Core Team Members.
* Compiling the business processes for the implementation.
* Manage Payroll Process.
* Managing OD and Reimbursement data.
* Managing EMS Portal

**Client:** Monad University

**Platform:** Clock University ERP

**Job Profile:**

* Interfacing between the customer and Technical Project team to understand Customer processes, requirements and convert them into functional enhancements within the Application.
* Responsible for handling end to end implementation of application.
* Imparting user training on complete modules to Core Team Members.
* Compiling the business processes for the implementation.
* Giving presentations to customer and demonstrating direct gains.
* Receiving customer’s feedback on completion of the task.
* Managing all modules related to University like library, Admission, Examination, Finance, Transport, Hostel and etc.

**Other Clients:**

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| **IWS** | **COAL MINES** | **RDM Pvt. Limited** |
| **CNET Info systems** | **BACO** | **Plasma Softech Pvt. Ltd** |
| **Industry Buying** | **SEED** | **Renault** |

* **Strong knowledge of manual testing.**
* **Basic knowledge of C-panel**
* **Strong knowledge of Website Deployment**
* **Basic Knowledge of SEO**

Technical Skill Set

* **Operating System:** Microsoft windows 2000/XP/7
* **Languages Known:** JAVA, PHP, Dot Net Framework 3.5(C# and ASP.NET)
* **Database Known:** MS SQL 2005, MySql, MS ACCESS, Oracle 11i
* **Web Technologies:** HTML, CSS, Java Script, Xml
* **Concepts Known :** Software Engineering, Operating system , Data Structures in C , Computer networks
* **Software / Technical Skill:** Microsoft Visual Studio 2010, Eclipse, Net Beans IDE, Adobe Dreamweaver.

Educational Qualification

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| **Qualification** | **University / Board** | **College/School** | **Year** | **Percentage** | **Division** |
| MCA | A.K.T.U UNIVERSITY | IMS, GHAZIABAD | 2016 | 71% | 1st |
| BCA. | PUNJAB TECHNICAL UNIVERSITY | USHA MARTIN ACADEMY, KOLKATA | 2012 | 67% | 1st |
| XII | CBSE | PITTS MODERN SCHOOL,  GOMIA | 2009 | 54% | 2nd |
| X | JAC, Ranchi | LOYOLA HIGH SCHOOL,  GOMIA | 2007 | 60% | 1st |

Certification

* **Java Certified from RCPL India.**
* **Diploma in Dot Net from TATA CMC Ltd.**

Key Skills and Attributes

* Hard working and smart worker.
* Positive attitude and possess excellent communication skills.
* Possess strategic qualities of leadership and teamwork.
* Able to effectively organize and co-ordinate.
* Ability to work under pressure and time constraints.
* Sincere and honest.

Co-Curricular Activities

* Member of the winning team in intra college football tournament.
* Participated in E-week.
* Participated in sports.
* Participated in UNO exam of school level score more than 60%.
* Participated in debate in school level.
* Active Participation in Many Technical Workshops / Seminar.

Hobbies and Interest

* Listening Music
* Watching Movies
* Swimming
* Surfing internet

***I hereby declare the information furnished above is correct to my knowledge & believe.***

***Place:***

***Date: (ARUN KUMAR SHARMA)***