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**Dushyyant Sharma**  **Address : B 402 , Evershine towers**

**Opp Vapi station , vapi**

**Mobile: 9987904199**

**Mail:** [dushyant.exe@gmail.com](mailto:dushyant.exe@gmail.com)

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| Career Objective |

* To Secure a position of responsibility in an organization that shapes my professional career and guides it on a progressive path; allowing me to grow with the organization.
* Long rewarding careers with a progressive company.

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| **Education Qualification** |

**Bachelor of Commerce** from Rajasthan **University**, (Udaipur) (Rajasthan).1999.

**Technical Qualification DCA** from Rajasthan university.1997

Done Oracle 81 Language From **Software Solution Integrated Technology.**

**Senior Secondary (10+2)** from **Ajmer Board** during 1996 in Computer Science achieving 60%..

**Matriculation (10th) f**rom **Ajmer Board** during 1994

**Work orientation:**

. 9+ Years of experience in a Sr.Executive Assistant & PA role.   
  
• Good Knowledge of Excel/ PowerPoint/ internet search engines.  
  
• Excellent Interpersonal and Communication skills.

∙ Good knowledge of SAP Software working on MM,PP,Sales module.

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| **Job Profile** |

• Preparing and updating the Corporate Presentations for the company and its Customers.  
  
• Analysis & presentation of statistical data through SAP and Excel.   
  
• Consolidating weekly reports received from all divisions of the company,

. Preparing GST filing report & online submitting and reconciliation for entire department

. Changes in GST Company records online.

Preparing export and Import documents with help of CHA agent.

Liaoning with all government departments time to ttime.

Taking reports from accounts team in audit and maintaining all cash flow records timely.

As well as keeping eye on creditors and debtors for outstanding.

. Sales Order, Sales analysis for all sectors zone wise,

. Regularly maintaining stock as per ERP and physical stock.

. Making MIS reports for sales v/s Dispatch and summarized.  
• Technical and commercial Liaoning with the customer (whenever required)   
  
• Coordinating and regular follows up on various action items given by my senior to his direct reporters, to ensure timelines are met.   
  
• Drafting Inter/Intra Office Communication or self-correspondence.  
  
• Managing the agenda for his meetings with customers and managers.   
  
• Coordination with customer visits to the company, right from sending them the Invitation Letters to ensuring their Hotel reservations and airport pick-ups and drops are organized.   
  
• Helps in Budget preparation exercise and in preparing PPT.

• Coordinating with the management on Seniors behalf,   
  
• Looking after their emails and phone calls, Travel Itinerary, Ticketing, Filling work  
  
• Managing the agenda, delegating action  
  
• Assist with the Implementation of systems & processes established by the management   
  
• Provides required data to seniors for the concerned department whenever needed.   
  
• Keep management informed about the state of operations at all times   
  
• Maintaining MIS day to day basis.  
  
• Capability to handle operations self.

Handling Travel arrangement domestic and International as well as Visa also

Liaoning with govt. Officials for various work.

ANALYSIS of report for data accuracy.

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| **Projects handling and implementation and government liasoning** |

* Currently handling Rishabh metals Pvt. Ltd. New plant Project coordination.
* Vendor meeting with negotiations with prices and releasing PO for best Vendor.
* Technically check specification of product as per BOQ and detailed drawings.
* Coordination with Architect and Civil Contractor for project undergoing.
* Liasoning for Factory License, BOC, Fire and Town planning Govt.Departments.
* Time to time delivery of products and implementation.
* Project for Jet Airways for Revenue environmental entry for Finance.
* Project handled on HRD Inventory System For Blue Star InfoTech Ltd...

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| Work Experience |

**Present Organization** **M/s**. Rishabh metals and chemical

**Designation** : secretary cum Administration Cordinator – MD

**Period** : **March 2019 to Till Date**, Mumbai

**Present Organization** : A) **M/s**. Galva Decoparts , vapi

**Designation** : Executive secretary and Admin – Director

**Period** : **March 2015 to Feb 2018**, Mumbai

**Previous Organization** : A) **M/s**.Rolta

**Admin officer**

**Period** : **June 2012 to Feb 2015**, Mumbai

**Previous Organization** : A) **M/s**.Badve Engineering Ltd. Chakan, Pune. Having Turnover of 200 Cr. In Automobile manufacturing for Bajaj Auto Ltd.

**Designation** : PA - Director (Operations)

**Period** : **January 2009 to May 2012**, Pune

**Previous Organisation :** A) **M/s Krishna Maruti Ltd.** having turnover of 1500 cr. in various products.

**Designation** : PA. - Sr. President (Operations)

**Period** : January 2002 to dec-2008, Delhi.

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| **Personal Details** |

**Date of Birth** 19th June 1979

**Father’s Name** Shri Prabodh.Sharma

**Mother’s Name**Lt. Shri Veebha Sharma

**Sex**Male

**Languages Known**English & Hindi

**Nationality**Indian

**Marital Status** Married

**Wife** House Wife

**Daughter** 6 Years

**Son** 8 Years

Salary Drawn 5.00 Lac (CTC)

Salary Expected Negotiable

**Declaration :-**

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

**Date - (Dushyant Sharma)**

**Place -**