CURRICULUM VITAE

**[Anand Kumar Sharma]**

**INTRODUCTION**

Dear Sir,

I am writing this letter to apply for the position of Project Management/Branch Head/State Technical Head/MIS-Manager and Operations this is exactly what I am looking for. I want to utilize my technical & Management abilities in Project Management. I am pretty much interested to adopt this position as my career.

I was working In Nagar Parishad Churu as a District Mission Manager/Project Manager since 02/06/2017 to 30.09.2018.

I have Around Ten years experience as Software Developer and client handling activities in Various Companies Jaipur & Govt.Sector also, India. I worked with Indian and (UK & US) based clients and found them happy and satisfied on the completion of projects.

My Four years of Software Development have provided me a strong grounding in the theoretical aspects of technologies. Along with this, Five years of Management in Information System provided me strong Analytical and Management abilities. I am eager to apply my technical skills in Management to deliver a value to the company. I have full professional fluency in Hindi as well intermediate level of English. I always maintain quality services to the customer by determining their requirements.

I hope that the recruitment committee will find my background and strengths commensurate with the requirements of Programmer.

**Thank you,**

**Anand Kumar Sharma**

**Mobile. No. : 9828458989**

**ANAND KUMAR SHARMA**

**39, Deep Nagar, New Sanganer Road,**

**Sodala, Jaipur [302019]**

🖳 **: - sharmaanand\_2007@yahoo.com**

🕿 **: - +91-9828458989**

***Career Objective’s:-***

* To continue my career with an organization that will utilize my Management, Supervision & Administrative skills to benefit mutual growth and success. I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively. My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation. To further my professional career with an executive level management position in a world class company. Seek to diversify my skills in another industry and as part of a larger organization. Relocation desirable.

***Strengths:-***

* Deep knowledge of troubleshoot methods and techniques.
* Exceptional knowledge of documenting training procedures.
* Sound ability to work on various software applications.
* Skilled to perform research on various products.
* Proficient in various resolution techniques.
* Focused on best practices and models that are used in the industry and can be helpful in meeting the expectations of the employees.
* Good project management skills and ability to pay attention towards the qualitative and quantitative aspects.
* Experienced in managing information systems projects.
* Expertise in planning and maintaining enterprise hardware and software.
* Ability to accept challenges and tackle difficult situations and meet the expected goals.

***Professional work Experience:-***

**Organization**: - **Nagar Parishad Churu 02June 2017 to 30 September 2018**

**(T&M Service Consulting Pvt.Ltd)**

**Designation:** - **District Mission Manager (Financial Inclusion).**

**Responsibilities & Duties:-**

* To reduce poverty and vulnerability of the urban poor households by enabling them to access self-employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor.
* Financial assistance to individuals/groups of urban poor for setting up gainful self-employment ventures/micro-enterprises, suited to their skills, training, aptitude and local conditions.
* The under-employed and unemployed urban poor will be encouraged to set up small enterprises relating to manufacturing, servicing and petty business for which there is considerable local demand.
* Individual and group micro enterprises will be supported. The project cost ceiling will be Rs. 2 lakh for individual enterprises and Rs. 10 Lakh for group enterprises.
* Individual and groups may be provided loan from the banks and the application for such loans be preferably recommended by the SHGs.
* The mission would aim at providing shelter equipped with essential services to the urban homeless in a phased manner.
* In addition, the Mission would also address livelihood concerns of the urban street vendors by facilitating access to suitable spaces, institutional credit, social security and skills to the urban street vendors for accessing emerging market opportunities.
* Bank/ Branches visit for achievement target of Apl/Bpl families of SEP programme for different type of loan category (Individuals loan, Group Loan, Credit Linkage to SHG women group).
* Monitoring All Urban Local Bodies of Churu district for the govt.project.
* Provide a Loan Facility to APL/BPL families for Self Employment.
* Subsidy Provide to Applicant for Self Employment Programme.
* Incharge of Swacch Bharat Mission.
* Maintain Relationship Between Bankers and Govt. Sector.
* Facility Provide to youth and street vendors for various training programs.
* Management or component Support to Nine Ulb’s Staff for Govt. Undertaking Programs.
* Developed a plan or strategies for all components achieving target of district and local bodies.
* Coordinating with cross discipline team members to make sure that all Component are on track with project requirements, deadlines, and schedules.
* Meeting with project team members to identify and resolve issues.
* Preparing status reports by gathering, analyzing and summarizing relevant information.
* Establishing effective project communication plans and ensuring their execution.
* Coordinating the development of user manuals, training materials and other documents as needed to enable successful implementation and turnover of the process or system to the Beneficiaries.
* Identifying and developing new opportunities with clients.
* Obtaining customer acceptance of project deliverables.
* Managing Beneficiaries satisfaction within project transition period.
* Conducting post project evaluation and identifying successful and unsuccessful project elements.

**Organization**: - **ODP C/O Nagar Nigam Jaipur. 01 May 2014 to 15 December 2016.**

**Designation**: **- State Technical Head & Office In-charge.**

**Responsibilities & Duties:-**

* Worked on Many Projects of Nagar Nigam Jaipur using platform’s (VB6.0 & Asp.Net(C#)) like

1. Solid Waste Management,
2. Entery System of Call Center Grievances ,
3. Sugam Samadhan,
4. Vehicle Entry System,
5. File Tracking System,
6. License software for shop/Restaurant and hotels.
7. Maintain portal of jaipur Municipal Corporation.
8. Support to Property tax and house tax desktop application software.

* Provide technical support to all Zone Offices & Garage, Helpline Centers of NNJ.
* Expert in Presentation, Documentation, MIS Reporting and Administrative Work.
* Report progress, including any changes made to plans and production.
* Contribute to product design and establishment of requirements.
* Delegate technical responsibilities and monitor progress of projects.
* Work closely with project manager during all phases of development lifecycle.
* Review all work produced by development team.
* Ensure code produced meets company standards.
* Conduct interviews, hire, and train new technical support/IT staff.
* Assigning responsibilities to team.
* Ensure delivery of center level targets from mobilization to handholding of candidates within stipulated time.
* Network with key stakeholders in the state and identify new opportunities for business development.
* Independently follow-up on those opportunities o Coordinate with the BD team in the HO for deal closure.
* Preparing and managing budgets for the region/state.
* Revenue generation for the given region/s, as per business plan.
* Responsible for monitoring operating and capital expenditure of the region.
* Ensuring full compliance to laid down Quality systems o Maintaining accounting standards in centers and ensure 100% compliance in the region o Comply with organizational policies.
* Meeting requirements of internal and external stakeholders.
* Provide guidance and insight to upper management and procure buy-in.

**Organization: - SUNSHINE INFOSOFT PVT. LTD. 01 April 2011 to 04 April 2013**

**Designation: - MIS-Programmer & Management Coordinator.**

**Responsibilities & Duties:-**

* Provided technical support to various computer and servers in facility.
* Provided technical support to Window users.
* Maintained computer operations for entire facility.
* Maintained various activities for development projects.
* Create Documents related to software.
* Develop and implement standardized MIS procedures across all business applications.
* Develop process improvements for increased efficiency and cost effectiveness.
* Perform periodic maintenance and servicing of MIS system to improve operational efficiency.
* Develop and maintain broad knowledge of company’s’ business and technology requirements and needs.
* Develop and maintain system plan including operational requirements, budget requirements and schedules.
* Recommend and implement new technology solutions to improve productivity.
* Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
* Organizing, attending and participating in stakeholder meetings.
* Documenting and following up on important actions and decisions from meetings.
* Preparing necessary presentation materials for meetings.
* Ensuring project deadlines are met.
* Determining project changes.
* Providing administrative support as needed.
* Undertaking project tasks as required.
* Developing project strategies.
* Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
* Assess project risks and issues and provide solutions where applicable.
* Ensure stakeholder views are managed towards the best solution.
* Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
* Create a project management calendar for fulfilling each goal and objective.

**Organization: - NREGA (GOVT.). 07 July 2010 to 31 January 2011**

**Designation: - MIS Manager and Team Leader.**

**Responsibilities & Duties:-**

* Coordinate with MIS team to ensure that technology, infrastructure and operational requirements are met.
* Plan and manage software and hardware installations.
* Supervise and motivate MIS team to work collectively and efficiently.
* Conduct training on MIS activities to increase staff expertise.
* Look after the maintenance of the computer systems and make sure that all the departments are functioning properly.
* Provide training and necessary assistance for the employees involved in implementation and maintenance of the software systems.
* Train the employees in using information systems and help them understand the configuration of the systems.
* Develop and implement MIS policies to ensure data accuracy and security.
* Create Weekly, Monthly reports and maintain all records.
* Generates and shares comprehensive and detailed reports about team performance, mission-related objectives, and deadlines.
* Conducts team meetings to update members on best practices and continuing expectations.
* Develops strategies to promote team member adherence to company regulations and performance goals.
* Communicates deadlines and target to team members.
* Assists management with hiring processes and new team member training.
* Answers team member questions, helps with team member problems, and oversees team member work for quality and guideline compliance.
* Provides encouragement to team members, including communicating team goals and identifying areas for new training or skill checks.
* Supports team manager and performs management duties when manager is absent or out of office.
* Inspections Of all MIS work Daily.

**Organization: - Eagle Software. 01 April 2008 to 30 June 2010**

**Designation:** **- MIS Specialist & Team Leader.**

**Responsibilities & Duties:-**

* Provided technical support to Window users.
* Administered and provided support to MIS projects.
* Developed project plans and detail of project phases.
* Maintained various activities for development projects.
* Monitor MIS performance regularly to avoid unplanned outages and down times.
* Provide customer support for OS issues, network problems and software installations, etc.
* Plan and manage upgrades of hardware and software systems.
* Track and monitor security of hardware and software systems.
* Provide customer support for system functional, operational and technical issues.
* Develop MIS process improvements for increased efficiency.
* Maintain and support MIS activities.
* Coordinate with cross-functional teams to resolve complex problems/issues.
* Provide technical support to ensure that hardware and software systems are fully functional.
* Manage security administration activities for systems.
* Create and generate reports in timely and accurate manner.
* Conduct system training to appropriate staff on regular basis.
* Manage system maintenance and security activities.
* Train users on new applications and upgrades.

**Organization: -HCL (NSCSPL), Jaipur. 11 December 2006 to 30 March 2008**

**Designation: -** **Programmer & Team Leader.**

**Responsibilities & Duties:-**

* Worked of SSRS Reporting Service (HGB, RGB, PNB, and HPSCB).
* Designing, developing and maintaining business intelligence solutions.
* Crafting and executing queries upon request for data.
* Translate business needs to technical specifications.
* Design, build and deploy BI solutions (e.g. reporting tools).
* Maintain and support data analytics platforms (e.g. Micro Strategy).
* Create tools to store data (e.g. OLAP cubes).
* Conduct unit testing and troubleshooting.
* Evaluate and improve existing BI systems.
* Collaborate with teams to integrate systems.
* Develop and execute database queries and conduct analyses.
* Create visualizations and reports for requested projects.
* Develop and update technical documentation.
* Presenting information through reports and visualization.
* Worked of Live Project ASP, VB.NET, SQL2005, Reporting Tool.
* Knowledge of Data Ware Housing (E.T.L. Process).
* Worked On client side of UBKGB (BIHAR).
* Worked On client side of PNB-HFL (DELHI).
* Coordinate with Business Analysts and customers to develop business requirements and specifications documents.
* Develop standard reports and functional dashboards based on business requirements.
* Maintain business intelligence models to design, develop and generate both standard and ad-hoc reports.
* Generate reports for internal and external customers for business performance monitoring and business decision making.
* Work with Project Manager in developing and executing project plans within assigned schedule and timeline.
* Manage new report generation and report enhancement based on the change requests.
* Perform data warehouse design and modeling according to established standards.
* Determine business intelligence and data warehousing solutions to meet business needs.
* Ensure to generate and deliver quality reports to customers in timely and accurate manner.
* Identify and resolve data reporting issues in a timely fashion.
* Perform quality assurance checks on new or enhanced reports.
* Guide junior engineers in their duties when needed.
* Recommend improvements to provide optimum reporting solutions.
* Stay updated with business operations and business intelligence processes.
* Conduct training programs and knowledge transfer sessions to junior developers when needed.

***Academic Education:-***

* Secondary from Board of Secondary Education, Rajasthan in year 1998.
* Senior secondary from Board of Secondary Education, Rajasthan in year 2000 in commerce stream.
* Bachelor of Commerce B.COM from L.B.S College, Jaipur passed in the year 2003.

***Professional Qualification:***

* 6 Month’s Training of Electronic from Khaitan Polytechnic College Jaipur.
* Master of Computer Application (MCA) from Rajasthan University, Jaipur. Passed in the year 2006.
* Diploma in Management DIM (IGNOU) Passed in the year 2010.
* Post Graduate Diploma in Human Resource Management PGDHRM (IGNOU) Passed in the year 2012.
* Post Graduate Diploma in Management PGDIM (IGNOU) Passed in the year 2013.
* Master of Business Administrations MBA (HR) from IGNOU Passed in the year 2014.

***Computer Proficiency:-***

* **Language**:-C, C++, Data Structure.
* **Web Technologies**:-HTML, DHTML, XHTML, CSS.
* **Microsoft Technologies**:-ASP, VB.NET, VISUAL BASIC 6.0.
* **DBMS/RDBMS**:-MS Access's, Sql Server2005.
* **Operating Systems**:-Ms-Dos, Windows 95/98//2k/XP.
* **Reporting Services**:-Crystal reports, SSRS, Pro Clarity.
* **Other Services**: - SSIS, SSAS.

***Extra Curricular Activities:-***

* Participate in cricket inter college competition
* Participate in play at annual function.
* Participated in seminars and workshops in school.
* Participated in many Quiz Competitions.

***Interests and Hobbies:***

* Reading the ancient literature.
* Listening to music of all genres.
* I like traveling and long walks on the beach.

***Major Projects:-***

**DAY-NULM (NAGAR PARISHAD CHURU): -** To reduce poverty and vulnerability of the urban poor households by enabling them to access gainful self employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor. The mission would aim at providing shelters equipped with essential services to the urban homeless in a phased manner. In addition, the mission would also address livelihood concerns of the urban street vendors by facilitating access to suitable spaces, institutional credit, social security and skills to the urban street vendors for accessing emerging market opportunities.

**Swachh Bharat Mission (SBM):-** is a nation-wide campaign in [India](https://en.wikipedia.org/wiki/India) for the period 2014 to 2019 that aims to clean up the streets, roads and infrastructure of India's cities, towns, and rural areas. The campaign's official name is in [Hindi](https://en.wikipedia.org/wiki/Hindi) and translates to "Clean India Mission" in English. The objectives of Swachh Bharat include eliminating [open defecation](https://en.wikipedia.org/wiki/Open_defecation) through the construction of household-owned and community-owned [toilets](https://en.wikipedia.org/wiki/Toilets) and establishing an accountable mechanism of monitoring toilet use. Run by the [Government of India](https://en.wikipedia.org/wiki/Government_of_India), the mission aims to achieve an "open-defecation free" (ODF) India by 2 October 2019, the 150th anniversary of the birth of [Mahatma Gandhi](https://en.wikipedia.org/wiki/Mahatma_Gandhi),[[1]](https://en.wikipedia.org/wiki/Swachh_Bharat_mission#cite_note-AFP-20181002-1) by constructing 90 million toilets in rural India at a projected cost of ₹1.96 lakh crore (US$30 billion).[[2]](https://en.wikipedia.org/wiki/Swachh_Bharat_mission#cite_note-bs-2) The mission will also contribute to India reaching [Sustainable Development Goal 6](https://en.wikipedia.org/wiki/Sustainable_Development_Goal_6) (SDG 6), established by the UN in 2015.

**E-GOVERNANCE (NAGAR NIGAM JAIPUR):** - Urban Local Bodies (ULBs) manage a large volume and range of civic services. However, shortage of staff and other resources coupled with inability to raise capital, has been a challenge to meet growing expectations from the citizens. ULBs can improve service delivery through Information Communication Technology which is being implemented through Smart Raj project. The objective of this project to create a state-wide integrated system, called “Smart Raj”, connecting all ULBs to provide all services on-line through single portal. Goals and Objectives: Single Window Services to citizens on anytime, anywhere basis by increasing the efficiency andϖ productivity of ULBs Provide timely & reliable management information for effective municipal administration. Improve citizen experience of the interactions with ULBs.

**E-MITRA (NAGAR NIGAM JAIPUR):** - Committed to quick and convenient delivery of citizen services, Government of Rajasthan set up the e-Mitra platform of e-Governance way back in the year 2004.Currently, Over 250 G2C and B2C services are being provided through this platform across all rural & urban areas in 33 districts of the State. These services include utility bill payment, application & digitally signed certificate services, banking, tele-medicine, e-commerce services, etc and new services are being added to its fold regularly. Provide a wide range of services of various government & private organizations in a citizen-friendly manner under one roof, so that citizens can overcome the inconvenience faced cesin moving around various of Ÿ Empower women by providing them business opportunities Ÿ Generate employment opportunities for people till the grassroot level. Reduced footfall in government ces, with service deliveryof closer-to-home rstout) basisrst-in-Ÿ Service delivery on FIFO (Ÿ Easy record keeping/online document management system Ÿ Time-bound delivery of services Ÿ Reduced time for availing services, hence more time for other activities Ÿ Real-time, transparent online systems for better visibility to all Ÿ Anytime-Anywhere-Service (different platforms available like web, mobile, kiosk) that reduces cost of travel and saves time.

**NREGA (P.S NIWAI, GOVT):-** later renamed as the "Mahatma Gandhi National Rural Employment Guarantee Act", MGNREGA), is an [Indian labour law](https://en.wikipedia.org/wiki/Indian_labour_law) and [social security](https://en.wikipedia.org/wiki/Social_security) measure that aims to guarantee the 'work’. It aims to enhance livelihood security in rural areas by providing at least 100 days of wage employment in a financial year to every household whose adult members volunteer to do unskilled manual work. The act was first proposed in 1991 by [P.V. Narasimha Rao](https://en.wikipedia.org/wiki/P.V._Narasimha_Rao).[[3]](https://en.wikipedia.org/wiki/National_Rural_Employment_Guarantee_Act,_2005#cite_note-lion-3) , it was finally accepted in the parliament and commenced implementation in 625 districts of India. Based on this pilot experience, NREGA was scoped up to cover all the districts of India from 1 April 2008.[[4]](https://en.wikipedia.org/wiki/National_Rural_Employment_Guarantee_Act,_2005#cite_note-4) The statute is hailed by the government as "the largest and most ambitious social security and public works programme in the world".[[5]](https://en.wikipedia.org/wiki/National_Rural_Employment_Guarantee_Act,_2005#cite_note-NREGAlargest-5) In its World Development Report 2014, the World Bank termed it a "stellar example of rural development".[[6]](https://en.wikipedia.org/wiki/National_Rural_Employment_Guarantee_Act,_2005#cite_note-6).The MGNREGA was initiated with the objective of "enhancing livelihood security in rural areas by providing at least 100 days of guaranteed wage employment in a financial year, to every household whose adult members volunteer to do unskilled manual work".[[7]](https://en.wikipedia.org/wiki/National_Rural_Employment_Guarantee_Act,_2005#cite_note-7) Another aim of MGNREGA is to create durable assets (such as roads, canals, ponds and wells). Employment is to be provided within 5 km of an applicant's residence, and minimum wages are to be paid. If work is not provided within 15 days of applying, applicants are entitled to an unemployment allowance. Thus, employment under MGNREGA is a legal entitlement.MGNREGA is to be implemented mainly by [gram panchayats](https://en.wikipedia.org/wiki/Panchayati_raj) (GPs). The involvement of contractors is banned. Labour-intensive tasks like creating infrastructure for water harvesting, drought relief and flood control are preferred.[[citation needed](https://en.wikipedia.org/wiki/Wikipedia:Citation_needed)].Apart from providing economic security and creating rural assets, NREGA can help in [protecting the environment](https://en.wikipedia.org/wiki/Environmental_issues_in_India), [empowering rural women](https://en.wikipedia.org/wiki/Women_in_India), reducing [rural-urban migration](https://en.wikipedia.org/wiki/Urbanisation_in_India) and fostering [social equity](https://en.wikipedia.org/wiki/Social_inequality), among others."[[8]](https://en.wikipedia.org/wiki/National_Rural_Employment_Guarantee_Act,_2005#cite_note-8).The law provides many safeguards to promote its effective management and implementation. The act explicitly mentions the principles and agencies for implementation, list of allowed works, financing pattern, [monitoring and evaluation](https://en.wikipedia.org/wiki/Monitoring_and_Evaluation), and most importantly the detailed measures to ensure transparency and accountability.[[citation needed](https://en.wikipedia.org/wiki/Wikipedia:Citation_needed)]

**BancMate – India’s first & only bi-lingual banking software:-**BancMate is based on the concept that Customer orientedness heightens with communication in his language. BancMate works in the language of the user and account holder and meets the mandatory requirements of Official Languages Act, 1963.BancMate CBS India’s first and only multi-lingual web based Core Banking Solution that communicates with users and account holders in their local language and meets all requirements of the mandatory Official Language Act, 1963.Brochure |.

**BancScan: -** BancScan is an end to end Business Intelligence solution in Banking right from data extraction, integration to delivering actionable, collaborative and web based reports to multiple business users across the whole enterprise.

***Personal Profile:-***

* **Name: -** Anand Kumar Sharma.
* **Date of Birth: -** 25/05/1982.
* **Marital Status: -** Married.
* **Spouse Name: -** Beena Sharma (Teacher).
* **Father Name: -** Shri Rambo Lal Sharma.
* **Father Occupation: -** Retired Branch Manager (United India Insurance Co.Ltd).
* **Languages known: -** Hindi, English.

**References:-**

|  |  |  |  |
| --- | --- | --- | --- |
|  | AMIT GUPTA | 9413563303 | Mca2006.amit@gmail.com |
|  | AMIT GAUR | 8118868164 | Gauramit1982@gmail.com |

***Declaration***

**I hereby declare that the information provided above is correct to the Best of My Knowledge.**

**Place: - Jaipur**

**Date: - (Anand Kr.Sharma)**