**Akhilesh Sharma**

E-mail ID: akhileshshrama100@gmail.com

Contact No. 09650531442, 9136413733

**CAREER OBJECTIVES:**

To be part of an organization that offers growth opportunity through integrated development, learning, sincerity and hard work.

**PERSONAL STRENGTH:**

* Readily able to generate alternatives, very innovative and tend to initiate ideas.
* Actively seeking responsibilities and making utmost effort to accomplish goal.
* Always believe in trusting and encouraging the team members.
* Very intense, enthusiastic and dedicated in my work.

**WORK EXPERIENCE:**

* Worked as scanning supervisor for Capital Business System Ltd, from May 2007 to Feb 2009.
* From Feb 2009 to May 2011 worked as Site In charge with Capital Business System Ltd.
* Worked with ADS Info World. As a project in charge from June 2011 to Apr’13.
* From Apr’2013 to Nov’2014 worked with SBI Cap trustee company limited, As Project Supervisor.
* Working with Capital Business Systems Limited as a Project Coordinator since Nov’2014.

**SPECIALIZATION:**

* Project Management, Document management system (DMS), and work flow solution.

**JOB PROFILE:**

* Develop project teams.
* To ensure all projects adhere strictly to the process / procedure standards set at all the planning stage.
* Data entry, processing, data Conversion and Imaging (Data Capture, Conversion, Scanning and Indexing).
* Content Management that includes content related work flow solutions, backlog scanning and digitization.
* To track all the customer complaints to be closed within specified time frames.
* To handle the projects and handle the people of our work.
* Coordination with partners and vendor management for the smooth execution of the projects.
* To coordinate with the higher authorities of the HO.
* MIS Preparation & Circulation Internal & External
* Preparing and verifying the billing details of DMS projects PAN India.

**EDUCATIONAL QUALIFICATION:**

* Passed Graduation from**Avadh University**

**TECHNICAL EDUCATION:**

* One Year Diploma in Computer Application form

**PERSONAL DETAILS:**

Father’s Name :Akhilesh Sharma

Gender : Male

Religion : Hindu

Present Add : B-38 Adhyapak Nagar

Nangloi New Delhi-110041

Date:

Place: **(Akhilesh Sharma)**