**Curriculam Vitae**

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# DHARMENDRA KUMAR SHARMA

**CAREER OBJECTIVE**

To seek challenging assignment and responsibility with an opportunity for growth and career advancement as asuccessful achievement.

**CAREER SUMMARY**

* A customer oriented and self-driven professional with excellent networking knowledge possesses rich experience of 26 years.
* Ability to quickly assess and prioritize projects and office-tasks.
* Ability to meet tight deadline.
* Excellent in designing and maintaining LAN, WAN, ETHERNET and voice networks.
* Good knowledge of ERP Software (Purchase Module & HR Module).
* Expert in trouble shooting the existing networks.
* Proficient at evaluating problems and quickly devising practical solutions
* Experienced in providing motivation, guidance and up to date networking consultancy service to both colleagues and clients.
* In- depth understanding of networking policies and rules.
* Capable of managing multiple tasks with an emphasis on retaining quality standards.

**PERSONAL QUALITIES**

* Responsible and honest.
* Time bounded and eager to know the new things.
* Able to work individual as well as in group.
* Excellent communication skills in writing and verbal both.

**KEY RESPONSIBILITIES HANDLED**

* Manage the networking of organization.
* Scan and remove the viruses from organization's server.
* Maintain the proper communication through LAN between various departments.
* Change the passwords and secret codes as per instructions given by senior.
* Upgrading and repairing faults on CIS systems, networks & peripheral equipment.
* Investigating, diagnosing and resolve all network problems.
* Train the new employees.

**TECHNICAL EXPERIENCE**

* **Operating Systems:** Windows98, Windows2000, Windows ME, Windows XP, Windows7, Windows 8/10, Linux, Unix, MS DOS, ERP.  
  **Hardware testing Tools:** Multi meter, cable tester, Card tester, Soldering de-soldering.  
  **Application software:** Photoshop, Adobe reader, Win-rar, DVD Convertor, Nero.  
  **Office Package:** Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

## WORK SUMMARY

* Presently working as **Personnel Officer (HR)** **(The Waxpol Industries Limited, Tatisilwai Factory, Ranchi (Jharkhand)** – April 2017 to till date.
* Worked as **Asst. Manager Admin & IT**, **(KASHISH DEVELOPERS LTD./ KASHISH NEWS) Ranchi (Jharkhand)** – Feb 2011to 31st March 2017.

**JOB RESPONSIBILITY:-**

* Managing the website and keeping internal networks running;
* Monitoring the use of the web by employees.
* Log Check & Update Check in Quick Heal
* Voice Logger Monitoring
* DVR And CCTV Camera Monitoring
* Check Fax Line for all offices
* Check Diesel Generator & Maintenance on daily basis.
* Website updates.
* Check UPS & Inverter on daily basis
* **Worked as Sales & Marketing Manager and Admin**, **(HP World)** Computer Network, Ranchi (Dealer for HP-Compaq systems & Computer Peripherals for Jharkhand) – September 1997 to 11 Jan 2011.

**JOB RESPONSIBILITIES** –

* Responsible to manage and mentor a team of 10 people.
* Formulate Strategic and Business related plans seeing the market and requirement trends.
* Exploring Market base in Jharkhand related to HP and Compaq Systems at Corporate Sector, Government Sector, and also at individual or small scale business level.
* Organize team meetings and trainings for team mates to make them acquire more business for the organization.
* Keep myself up-to-date and thorough about the upcoming technologies / products / other companies marketing strategies to make my team as well as myself to compete with others in the market.
* Prepare daily, weekly, monthly and yearly sales projection report and keep top management informed about the same.
* Develop business plan in-line with my team by giving guideline and by motivating them and identifying current market scenario as well as expected future demands.
* Monitor and ensure proper handling of customer queries, booking, sales and final delivery.
* Organize campaigns to mobilize more business for the organization.
* Ensure regular follow up and timely feedback from existing customer to enhance quality and timely service.
* **Worked as Sales & Marketing Manager (HP)** Computer India, Ranchi (Dealer for HP-Compaq systems for Jharkhand) – November 1995 to August 1997.

**JOB RESPONSIBILITIES**-

* Grounding of daily, weekly, monthly and yearly sales projection report and keep top management informed about the development of the same.
* Expand business map in order with my team by giving instruction and by rousing them.
* Identifying current market state according to expected future demands.
* Observe and ensure proper handling of client queries, booking, sales and final delivery.
* Organize campaigns to muster more trade for the organization.
* Devise tactical and selling related policy considering the market and necessity drifts.
* Worked as **Marketing Executive, Computers India Corporation**, Ranchi –

July 1995 to August 1997.

## ACHIEVEMENTS

* Won ‘**Best Performer Award**’ for the month of August 2008 & 2009 Best Retailer in Ranchi of DQ Award.
* Increased the business substantially by efficiently selling the Timeshare concept for the organization.

## EDUCATIONAL QUALIFICATION

* Diploma in Computer Science from Sharmik Vidyapeeth,(S.N.Sinha Business Management) Ranchi in 1999.
* Graduation (B.A) from Katras College, Dhanbad.
* Intermediate (I.A) from Katras College, Dhanbad.
* 10th from B.S.E.B, Patna.

## PERSONAL DETAILS

* Father’s name : Late S.Prakash Sharma
* D.O.B : 02nd Jan 1969
* Nationality : Indian
* Marital Status : Married
* Languages Known : Hindi and English
* Address : Dharmendra Kumar Sharma

ShriNiwas, Saket Nagar, Hinoo

Ranchi-834002(Jharkhand).

* Contact No.(🕿) : 9835341678/7979778962
* Strength : Quick Learner, Self-motivated and organized, Strong analytical skills, Effective team player, Hard-working and easilyadaptableto any working environment.

Date:-

Place: Ranchi Signature