



# Man Mohan Sharma

Mobile: +918295400801

email: [manmohan\\_72@yahoo.co.in](mailto:manmohan_72@yahoo.co.in)  
[manmohan\\_72@rediffmail.com](mailto:manmohan_72@rediffmail.com)

Manager/ Officer Administration, IT Administrator, Manager EDP/ IT Services, Branch  
Manager/ Controller.

With qualitative experience from May 1990 in:

- |                             |                                |                    |
|-----------------------------|--------------------------------|--------------------|
| - Strategic Planning        | - Business Development         | - IT Incharge      |
| - Office Automation         | - Inventory Control            | - Data Maintenance |
| - Installation Data Centers | - Sales & Marketing            | - Career Counselor |
| - Dealing with Govt. Deptt  | - Development of Computer Labs | - Exam Invigilator |

## CAREER OBJECTIVE & PERSONAL STRENGTH

- ✓ Possess excellent interpersonal, analytical, team building skills with proven ability in establishing quality systems/ Procedures, Planning and Branding/ Managing resources.
- ✓ Simple living & High Thinking. To work with a group to refine my skills in 21<sup>st</sup> century and an organization this gives me responsibility and challenges along with the opportunity to grow.
- ✓ Honest, Good learner, having strong willing to achieve institutional objectives.
- ✓ Progressive & positive attitude, Punctuality, Sincerity and commitment toward hard work.

## AREA OF EXPOSURE

### Administration Officer, BFIT Group of Institutions, Dehradun

- ✓ Looking Admissions & Marketing.
- ✓ Looking after over all Admin Control of Hostels, Labs, and Workshops.
- ✓ Looking after Mtce works.
- ✓ Looking after Problems of Students.

## CAREER GRAPH

Since May'18 Administration Officer, Dehradun.  
BFIT Group of Institutions,

Key Responsibilities:

- ✓ Looking Admissions & Marketing in Domestic & International Mkt.
- ✓ Looking After Students Problems related to IT Projects.
- ✓ Looking after over all Administration of Three Campus.
- ✓ Looking after Control of Hostels, Labs and Workshops.
- ✓ Looking after Mtce works, House Keeping.
- ✓ Looking after Problems of Students and providing them solutions through Management.
- ✓ Reporting to Group Director.

Oct'15- April' 18 Manager Administration, EDP & IT Services, (Kala Amb) Sirmour (HP)  
Woodstock Laminates Ltd.,

Key Responsibilities:

- ✓ Looking HR Policies for sales force.
- ✓ Looking after the Problems of Sales Force in Sales Depot's at various locations & providing them solutions through Managing Director.
- ✓ Looking after ERP system (Busy) as Manager EDP & IT Services.
- ✓ Controlling Commercial, Sales - Distribution and Inventory.
- ✓ Preparing MIS reports.
- ✓ Reporting to Managing Director.

**Dec'10 – Sep'15**                      **I.T. Administrator & Regional Head Admissions (NE) – Yamuna Nagar**  
**Yamuna Group of Institutions,**

Key Responsibilities:

- ✓ Maintaining Inventory of I.T. Store.
- ✓ Checking of PC's & Accessories in the labs on Regular basis.
- ✓ Maintain Hardware & Equipments in Labs.
- ✓ Look after problems of Labs.
- ✓ Provide I.T. Solutions to Faculty/Staff and Students.
- ✓ Development of new computer's lab as I.T. Administrator as per requirements.
- ✓ Member of Core Committee Deptt. Of Marketing & Admissions.
- ✓ Co-ordinate with Commissioners / Directors of Department of Higher & Technical Education in respective states as Regional Head Admissions (NE).
- ✓ Reporting to Director Marketing.

**July '07 - Dec'10**                      **Sr. Lab Administrator (IT Services) & Coordinator of Labs (COL-IT Services), at Phagwara (PB), Regional Admission Officer (NE), Based at Guwahati**

**Lovely Professional University**

Key Responsibilities:

- ✓ In charge of Polytechnic College (LIT-Poly).
  - ✓ Centralized team member Deptt. Of I.T. services.
  - ✓ Maintaining Inventory of I.T. Store.
  - ✓ Checking of PC's & Accessories in the labs on Regular basis.
  - ✓ Maintain Hardware & Equipments in Labs.
  - ✓ Co-ordinate of various projects (Data Centers, Installation of CCTV's & LCD Projectors).
  - ✓ Member Inspection Committee (IT Services).
  - ✓ Look after problems of Labs.
  - ✓ Provide I.T. Solutions to Faculty, Staff and Students.
  - ✓ Developed the new computer's lab as Sr. Lab Administrator (IT Services).
  - ✓ Co-ordinate with Directors of Technical Education in respective states as Regional Admission Officer (NE).
- Reporting to Asstt. Director (I T Services & International Marketing)

**Feb'01 - June'07**                      **Engg. Tech. Support (Contract Basis), Ludhiana**  
**Bharat Sanchar Nigam Ltd.**

Key Responsibilities:

- ✓ Implementation of Computerized complaint booking system (198) & Directory Enquiry System (197).
- ✓ Training to their respective staff members for Operating System & Software.
- ✓ Maintain their Servers, Data Centers, Computer's & Dot Matrix Printers for various locations in Telecom Distt. Ludhiana.
- ✓ Attending the faults of Hardware & Software on call basis at Telecom District Sangrur, Ambala & Sonapat.
- ✓ Reporting to DGM (Planning) & XEN (DOT-SOFT).

**Jan'96 - Feb'01.**

**E.D.P. Controller, Ludhiana**

**Hindustan Cycles & Tubes Ltd**

Key Responsibilities:

- ✓ Discussed the problems of Network based Accounting Software & providing them solutions through software engineer (i.e. outsource).
- ✓ Installed & Networked Novell Netware 4.11 based server along with terminals at Head office Accounts Deptt. in 1997.
- ✓ Installed & Networked Windows 98 Based Server along with Win98 terminals for Branch Accounts Deptt. in 1999.
- ✓ Preparation of MIS Reports.
- ✓ Maintaining Data for H.O. & Branch Accounts Deptt.
- ✓ Maintaining Computers & Printers for Head Office and Branch Accounts.
- ✓ Reporting to Chairman-cum-Managing Director & Chartered Accountant (H.O. Accounts).

**Aug.'94 - Jan.'96**

**E.D.P. Controller, Ambala**

**National Pharma Distributors (C & F Agents)**

Key Responsibilities:

- ✓ Maintaining their Batch wise Inventory, Bank reconciliation & Funds transfer to H.O.
- ✓ Looking after problems of Dealers / Stockiest regarding sales & distributions.
- ✓ Maintaining their software & Data Transfer to H.O. and Co-ordination with Manager EDP of all respective concerns.
- ✓ Co-ordination with medical representatives of RANBAXY LABS LTD, Pharma, Stancare, Animal Health Care Divisions for Sales & Collections (At present SUN Pharma).
- ✓ Co-ordination with medical representatives of Eli-Lilly RANBAXY LTD for Sales & Collections.
- ✓ Reporting to Sr. Commercial Managers of the respective concerns & Depot In-charge.

**Sep'92 - Aug.'94**

**E.D.P. Controller, Ambala**

**Ashish Enterprises (C & F Agents)**

Key Responsibilities:

- ✓ Maintaining their Sales – Distribution, Inventory & Funds transfer to H.O.
- ✓ Maintaining their Billing software & Data Transfer to H.O.
- ✓ Co-ordination with EDP Section of respective Concerns for day-to-day updations.
- ✓ Looking after problems of Dealers / Stockiest regarding (Breakage & Expiry) sales & distributions.
- ✓ Co-ordination with M.R's of M/s. Glaxo India Ltd, AFC Division (At Present Verbac Ltd).
- ✓ Co-ordination with M.R's of M/s. Sandoz (India) Ltd, Pharma Division.
- ✓ Co-ordination with M.R's of M/s. Johnson & Johnson Ltd, CP Division.
- ✓ Co-ordination with M.R's of M/s. Wander Ltd, Pharma Division.
- ✓ Co-ordination with M.R's of M/s. Indian Herbs Research & Supply Co. Pvt. Ltd. Vet. Division.
- ✓ Reporting to Director (C&F) & Zonal Sales Manager's of concerns.

**May' 90 – Aug.' 92**

**Customer Support Engg. & E.D.P. Supervisor, Ambala**

**Computek Computers (Govt. Contractors)**

Key Responsibilities:

- ✓ Maintaining Data of Ambala, Karnal, Kurukshetra District Co-operative Milk Producers Union Ltd. (Vita Milk Plant).
- ✓ Maintaining Subscribers Master Data of Deptt of Telecommunication (Govt. of India) for Shimla, Solan and Dharamshala & Ludhiana Telecom District.
- ✓ Shift in charge for entries of trunk call tickets (i.e. STD, ISD).
- ✓ Co-ordination with Accounts Officer of the respective Telecom Districts (DOT – Govt. of India) for Land Line Bills billing cycle.
- ✓ Reporting to Director and Accounts officer of Concern Telecom Distt.

## IT PROJECTS & IMPLEMENTATION OF SOFTWARES

### At COBOL Platform:

- ✓ The Ambala District Co-operative Milk Producers Union Ltd., Billing Project (i.e. Vita Milk Plant, Ambala,) for Ambala, Kurukshetra & Karnal Milk Union.
- ✓ GLAXO INDIA LTD.(At Present Verbac Ltd),
- ✓ SANDOZ (INDIA) LTD., ( Pharma Division)
- ✓ JHONSON & JHONSON LTD., Invoicing Project.

### At FoxPro Platform:

- ✓ Project of Govt. of India Deptt. Of Telecommunication (Govt. of India) for Landline Billing, (Ambala, Yamuna Nagar (Telecom Circle Haryana), Shimla, Solan, Dharamshala, (Telecom Circle Himachal).
- ✓ Novell Netware 3.12 based LAN Environment Project on F.R.S. (Fault Repair Services – 198), and C.D.Q. (Change No's Directory Query – 197) both are Networked & Commission at Bharat Nagar Telephone Exchange Ludhiana (A Telecommunication Project, Govt. of India).
- ✓ Ranbaxy Labs Ltd (At Present SUN Pharma), Eli-Lily Ranbaxy Labs Ltd, Invoicing Project.
- ✓ Novell Netware 4.11 Based LAN Environment Software of Financial Accounting & Inventory maintenance for M/s. Hindustan Tyre Co. (Prop: Hindustan Cycles & Tubes Pvt. Ltd.), Ludhiana.
- ✓ Installed Novell Netware 3.12 Server at Department Of Telecommunication, Govt. Of India, Ludhiana for FRS (Fault Repair System -198) & CDQ (Changed No's Query -197) System & Training to their respective staff members for Operating System & Software.
- ✓ PC installed in the Chamber of Sr. Div. Mech. Engg. At Ministry of Railways, Office of Divisional Railway Manager's Office Complex, Rail Vihar, Ambala Cantt.
- ✓ PC installed at Office of Directorates of Lands Record, Jalandhar & Training to their respective staff members for Operating System (i.e. MS-DOS 3.11, WordStar 3.0 and Lotus 1-2-3).
- ✓ Installed & Networked Novell Netware 4.11 based server along with terminals Installed at Hindustan Tyre Co. (Prop: Hindustan Cycles & Tubes Ltd.), Ludhiana for Head office Accounts Deptt.
- ✓ Installed & Networked Windows 98 Based Server along with Win98 terminals at Hindustan Tyre Co. (Prop: Hindustan Cycles & Tubes Ltd.), Ludhiana for Branch Accounts Deptt.
- ✓ Design & Installation of new IT Labs, As Sr. Technician - IT Services, LPU Phagwara
- ✓ Maintain PC's & Printer's of Telecom Distt Ludhiana As Engg Tech Support at BSNL, Ludhiana.
- ✓ Maintain ERP System as Manager EDP / IT Services at Woodstock Laminates Ltd, Kala Amb.

## EDUCATIONAL CREDENTIALS

- ✓ One year Diploma in Computer Software Application & Management from Sigma Computer System, Jalandhar in May 1990 securing B+ Grade.
- ✓ Matric from Board of Education Haryana, Bhiwani in 1989 securing IInd Division.

## PERSONAL ATTRIBUTES

Father's Name : Late. Sh. Charan Dass Sharma.  
Date of Birth : Nov 01, 1972,  
Nationality : Indian.  
Sex : Male  
Marital Status : Married  
Health & Social Activities : Excellent, NON-Addictions, Regular Blood Donner (B+).  
Language can speak : English, Hindi and Punjabi  
Language can read & write : English, Hindi  
Address : H.No. 212/22, Krishna Nagar, Near Chandpur Gurudwara,  
Yamuna Nagar - 135001 (Haryana)

(Man Mohan Sharma)