

RESUME

Applicant's Name:

SONU SHARMA

Cell no. + 91 9888003549

Email: *infosonusharma@gmail.com*

Father's Name

& Profession:

Shri Rattan Chand Sharma

Experience

- ❖ *Persently working with DADA MOTOR Pvt Ltd as a BILLING CASHIER/ACCOUNTS Executive Ludhiana (Punjab) .*
- ❖ *Subhash polytex limited as a Store Executive & (IT), Cheema chowk Ludhiana .(Punjab)From- August 2019 to June 2023.*
- ❖ *CMS Info System Limited as Sr.STORE Executive , Auditor & Office Backup Executive(i t) Ludhiana (Punjab)From May 2012 to july 2019.*
- ❖ *Him Logistics PVT. LTD as a Import/ Export & Billing Office Documentation & Operations Executive. Ludhiana (Punjab) .Form march 2011 to April 2012*

Career Objective

Looking for challenging Store Manager Positions in with an organization of high reputre where I can actively devote my creative ability and professional interest to satisfy my urge for excellence.

Education

Academic Qualifications:

- **Graduation fromCMJ University (Magalya) (2013)**
- **10+2 FromH.P.B.DHARMSHALA**
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Other Education

- **Hardware and Networking Two Year Diploma CMS COMPUTER INSTITUTE Ludhiana 2009**
- **CCNS (Cms Certified Network Specialist) from CMS Computers Ltd. at Ludhiana (2009)**
- **COMPUTER LITERACY**

Knowledge of computer basics, Ms word, Ms Excel, Ms powerpoint and Internet With a typing speed of 40 W.P.M.

Key Responsible Area and Profile (Store)

- *Data Entry of stock in the ERP*
- *Manage and organize records and files*
- *Store labour Handling .*
- *Manual Stock verifications .*
- *Checking incoming materials for quality and quantity*
- *Maintain Dispatch stock related records .*

Current Address:

Good Home Enclave
Near Ram Garh Road
Sahnewal - Ludhiana-141120

Personal Data:

Date of Birth: 16 Feb 1989
Gender : Male
Nationality : Indian
Languages known : Hindi & English
Hobbies/Interests: Listening Songs,
Internet Surfing.

Key Responsible Area and Profile (CMS)

- *Manage Daily ATM Cash loading*
- *Manage daily ATM loading as per bank requirement 190 + location.*
- *Route Deployment , Indent Bifurcation , Tally of Vault Amount & Reporting Amount*
- *Immediate focus on: - High Priority ATM - Cash Out ATM - FLM Calls ,*
- *Time & Attendance Monitoring*
- *Monitoring of time and attendance of manpower on daily basis.*
- *Preparation of reports of time and attendance on weekly basis and signed from respective department.*
- *Monitoring of department wise overtime report.*
- *Employees Full & Final process.*

Technical skill :

- *PC assembling and disassembling*
- *Formatting and installing operating system.*
- *PC troubleshooting shooting*
- *Handling LAN problem and machine problem.*
- *Installing hardware and device drivers*

Strengths

- Self-reliable, Motivating and hardworking.
- I believe in doing hard work rather than just relying on my luck because in my opinion it's your hard work that sets your future.
- I am driven by positive attitude towards life.

I hereby declare that all the information given above is true to best of my knowledge.

DATE:

PLACE: (Sonu Sharma)