

# CURRICULUM VITAE

Last Name- SHARMA  
Middle name- KUMAR  
First Name- SANJAY  
Sex- Male  
Mobile No.: +91- 9045374003



**OBJECTIVE** Seeking a challenging & growth oriented career with a progressive organization that could utilize my skills at greater extent and to provide administrative support to management, and administrative assistance in support of all activities required for operations of a cluster of water and/or wastewater facilities within Hub.

**Current Employee - DHS, Office of The Chief Medical Officer, Mainpuri, UP, India-205001**

**Job Beginning- 18-JAN-2005 to PRESENT**

**Total Experience - 16 Years**

**My skills-** Office Administration, Data Specialist, General Finance, Secretarial Support, Campus Admin, Data Analyst, Document & Cash handling, Supervision, Monitoring & Evaluation skills (M&E)

## **ACADEMIC DETAILS:**

Degree/ Diploma	Course	Board / University	Duration	Grade	Certificate No.
Intermediate	12th	UP Board, Allahabad	July- 1995 to May- 1996	I	002786
Graduation	B. Com.	Dr. B.R.Ambedkar. University Agra	July- 1996 to May- 1999	II	9644840
P.G. Diploma	P.G.D.C.A.	A.I.S.E.C.T. India	Jul-2002 to Jun-2003	I	200509057
Master's	M.Sc. (IT)	G.G. University India	Jan-2005 to Dec- 2005	I	GPU/IT/4249

I am a competent and organized administrative professional, then bring your skills in providing a wide range of scheduling and coordination activities supporting the Director's office.

## **My expect sto do in this role-**

- Scheduling a high volume of competing appointments and events for the Director.
- Liaising with various internal and external clients, stakeholders and the public.
- Maintaining computerized scheduling systems, correspondence, other tracking systems and databases.
- Managing logistical arrangements for meetings, including travel arrangements, booking rooms, making contacts and organizing packages of materials.
- Receiving/screening incoming calls, responding or redirection to the appropriate contact.
- Reviewing, composing and preparing correspondence and producing varied reports, spreadsheets and presentations.
- Coordinating the flow of information by screening requests, incoming e-mail, correspondence, reports and proposals, then prioritizing and taking appropriate action.
- Acting as technical resource providing guidance on administrative processes and systems.

## **My Qualified expertness**

- Typing speed above 50 words per minute and fully programmable word processing skills.

## **ADMINISTRATIVE KNOWLEDGE AND SKILLS:**

- I have expert knowledge of administrative policies, procedures and guidelines to co-ordinate all aspects of the branch administrative and scheduling services.
- I am capable for effectively coordinate schedules with different program areas within the ministry.
- You have experience using scheduling practices and techniques to manage a high volume of competing appointments, events and meeting requests in a senior manager's office.

### **ORGANIZATIONAL, REASONING, PROBLEM SOLVING AND ANALYTICAL SKILLS:**

- I am fully capable for demonstrate good judgment, initiative and attention to detail when coordinating administrative activities and responding to inquiries.
- I am expert & experienced to work independently to identify and resolve scheduling and administrative issues.

### **COMMUNICATION, INTERPERSONAL AND TEAM WORK SKILLS:**

- I am capable to liaise and network with staff, internal and external stakeholders to discuss and negotiate meeting schedules, timelines and clarify deliverables.
- I have long experience for gather information, and respond to incoming calls, inquiries and meeting requests in a professional manner.
- Yes, I am expert to prepare correspondence and review documents.
- I am capable to perform effectively as a team member.

### **Legal Certifications-**

- **First Aid Training-** **Certified by** Indian Red Cross Society in 1999 secured A grade.
- **First Aid Training-** **Certified by** St JOHN'S AMBULANCE ASSOCIATION, INDIA in 1997 secured A grade.

### **Language Known-**

- **Hindi** Mother tongue
- **English** Fluent ( Read, Write & Speak)
- **Urdu** Good ( Read, Write & Speak)
- **Punjabi** Good ( Read, Write & Speak)
- **Sanskrit** Fluent ( Read, Write & Speak)

### **Legal I.D.s-**

- **Indian Passport No.** U1189787 valid up to 27/01/2030
- **PAN** BWZPS0951E
- **Aadhaar (U.I.D.)** 682028418652
- **D.L.** 9601/2009 India

### **REFERENCES -**

- Dr V.P. Singh, Surveillance Medical Officer (WHO-NPSP) 9997092992 smomainpuri@npsuindia.org
- Dr Anil Kumar, DISTRICT EPEDEMIOLOGIST, 9451963901 dranilkuyadaw@gmail.com
- Dr G.P. Shukla, ACOMO-RCH, MOHFW, UP. INDIA, 9838924060 diomnp@gmail.com

### **Physical Disability - NO**

### **A responsive message to Employer**

True and real use of equipment such as computers installed in the many structures, want to use it in a big way with a higher organization with full devotion which is for the interest of the GLOBAL LEVEL.

### **Self - Declaration**

I, **Sanjay Kumar Sharma**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief. If any of the given information is found to be incorrect, then I will be responsible for the legal proceedings instituted in lieu thereof.



skype :- cid.c404087fe525382



twitter.com/sanjay



linkedin.com/in/sanjay-kumar-sharma-

Email:  
pankajtparas@gmail.com