PAWAN SHARMA

Add. - Flat No: C-14, 2nd Floor,

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PROFESSIONAL ACHIEVEMENT:

Bachelor in Computer Applications (B.C.A) from Meerut University.

Master in Business Administration (HR).

PROFILE SUMMARY

Total 12 years of experience in the field of Administration, HR and Liaison with various Govt. Departments.

KNOWLEDGE OF COMPUTERS

* Expert working knowledge in Windows, Ms-Office (Ms-Word, Ms-Excel & Ms-PowerPoint etc.), Internet, E-Mail, Working knowledge in SAP and Languages Known – C, C++.

EXPERIENCE: - 12 YEARS

* Working as a “Executive Assistant” to Executive *Co-Chairman cum Executive Director* with Teesta Urja Ltd. (A Govt. of Sikkim Enterprise) at New Delhi, from July 2013 to till date.
* Worked as a “Executive Assistant” to *Managing Director* with Surya Uttar Hydro Power Pvt Ltd. at New Delhi, from September 2011 to July 2013.
* Worked as a “Secretary” to *Executive Director {Admin. + Buss. Development}* with Abir Infrastructure Pvt Ltd. at Gurgaon, from August 2008 to August 2011.
* Worked as ‘Secretary’ to Vice President – Strategy & Product Management in DLF Home Developers Ltd. Gurgaon, from May 2008 to August 2008.
* Worked as “Consultant – Computers” with Ministry of Health & Family Welfare under World Health Organization {WHO} Project, Nirman Bhawan, New Delhi from June 2005 to April 2008.

WHO have supported the VISION 2020: THE RIGHT TO SIGHT in India. This Programme is totally Centrally Sponsored Programme of the Ministry of Health & Family Welfare.

* Worked as “Computer Operator” with Agrtotech Services, New Delhi from May 2003 to May 2005.

CURRENT COMPANY PROFILE:

Teesta Urja Ltd., New Delhi (A Govt. of Sikkim Enterprise) Teesta Urja Limited Involved in the construction of Dams, Roads, Bridges, Thermal & Hydro Power Projects.

JOB PROFILE: -

* Making Purchase Orders (PO’s) & Service Order’s (SO’s) in SAP, Comparative Sheets, and Raise Indents etc.
* Track/analyze schedule status of Project; prepare MIS reports.
* Maintaining of Daily Progress Report & Compiling of all data relating to all DPRs
* Setting up meetings with contractors, landowners, and other public stakeholders to create synergies
* Planning, Developing & Implementing strategy for site-engineers/-managers for achieving targets pertaining to foundation, erection and stringing of transmission towers.
* Handling Project related issue; preparing note sheets related to release of payment to subcontractors and other suppliers and following up with accounts department to get the payment released.
* Preparing HR Manual for HO + Site Organograms from time to time.
* Managing, Interacting & efficient coordination with the suppliers, Government officials and third party contractors
* Manage cleanliness of Chairman’s floor, Dining hall and their stock availability round the clock, checking out quality of food, menu setting, and the meetings happening in Chairman’s office.
* Maintaining and arranging the payments of communication bills in excel.
* Processing all outgoing communication in the form of emails, letters & other forms of communication.
* Dealing with visitors/ clients & Fixing of Meetings/ Appointments.
* Other office work and Public Relation work of the company according to the requirement.
* Opening, sorting and categorizing all incoming information to the department and getting it to the appropriate people in a timely fashion.
* Scheduling appointments, meetings, Duplicating, Filing & Recording of data shared between departments.
* Arrangement of Air / Railway Tickets.
* Assist Executive Co- Chairman cum Executive Director for his day to day work.

PROFESSIONAL EXPERIENCE:

COMMUNICATION: REPORTS/PRESENTATIONS:

* Preparation of Business Plan.
* Documentation of official records regarding Private Land, Forest Land activities.
* Supervision and maintenance of all other mandatory records with all necessary statutory reports / records related to administrative activities.
* Correspondence with various Govt. Offices.

LIAISONING:

* Liaison with Secretariat and Forest Office (Uttarakhand) etc.
* Liaison with government officials in different ministries like Ministry of Power, Ministry of Environment to get necessary approvals.
* Liaison with Special Land Acquisition Officer (Uttarakhand).

SKILLS:

* Good Administration.
* Govt. Correspondence / Liasoning with Govt. Depts.
* Computer Savvy
* Quick Learning
* Decision Making
* Time Management

PERSONNEL & ADMINISTRATION:

* Supervising the maintenance of the office building & monitoring the cleanliness of the Chairman’s office area.
* Other office work and Public Relation work of the company according to the requirement.
* Taking care of Co-operative Society & Car Lease Plan activities.
* Taking care of all Administrative functions.

ACHIEVEMENTS:

* Selected as an Internal Auditor *(ISO 9001:2008)* in last organization.
* Represent last organization as a Vice Captain in Corporate Cricket Tournaments.

PERSONAL PARTICULARS: -

Father’s Name : Shri G.C. Sharma

Date of Birth : September 1 - 1981

Marital Status : Married

(PAWAN SHARMA)