

CURRICULUM VITAE

NAME- MOHIT SHARMA

ADDRESS- H.NO. 609/1A NEW KISHANPURA
BAGHPAT ROAD, MEERUT

CONTACT NO.-8171889747

E-Mail ID - sharmapreksha81711@gmail.com

CARRIER OBJECTIVE:-

- To find a position in your Company where I can maximize my skills, quality assurance, program development, and training experience.

EDUCATIONAL QUALIFICATION:-

- High School Passed From U.P Board in 2009.
- Intermediate Passed From U.p Board in 2012.
- BCA Passed From C.C.S University Meerut in 2015.

COMPUTER KNOWLEDGE

- BASIC KNOWLEDGE OF COMPUTER
- KNOWLEDGE OF MS-OFFICE:-
 - ✓ MS-WORD
 - ✓ MS-EXCEL
 - ✓ OUTLOOK
 - ✓ POWERPOINT
- ENGLISH TYPING(30-35 WPM)
- KNOWLEDGE OF FILLING ONLINE AND OFFLINE TENDERS

WORKING EXPERIENCE

- 6 MONTHS DATA ENTRY & 2 YEARS IN SALES MARKETING IN M/S JINDAL TRADING CO,MEERUT, From (January 2012-June 2015).
- WORKING FROM LAST FOUR YEARS IN M/S SARU COPPER ALLOY SEMIS PVT. LTD AS A Tender Executive(Sales Department) (From March 2016-June 2017).

JOB RESPONSIBILITIES IN SARU COPPER ALLOY SEMIS PVT. LTD

1. TENDER FILLING ONLINE (RFQ) THOROUGH DIGITAL SIGNATURE.
2. TENDER FILLING OFFLINE (RFQ).
3. ALL BHEL TENDERS (RFQs ONLINE AND OFFLINE BOTH).
4. GCFJ TENDERS (RFQs ONLINE AND OFFLINE BOTH).
5. OFD TENDERS (RFQs ONLINE AND OFFLINE BOTH).
6. OFK TENDERS (RFQs ONLINE AND OFFLINE BOTH).
7. FGFK TENDERS (RFQs ONLINE AND OFFLINE BOTH).
8. NTPC TENDERS (RFQs ONLY ONLINE).
9. TENDER DOCUMENTATION IN ENGLISH.
10. AFTER SENDING RFQ, FOLLOW UP OF TENDERS FOR ORDERS.
- 11.TO MAINTAIN RECORD OF E-MAILS(INBOX, OUTBOX).
12. PREPARE INVOICE AND MAINTAIN INVOICE DETAILS.
- 13.PREPARE TEST CERTIFICATE, GURANTEE CERTIFICATE, EXCISED DECLARATION, COVERING LETTER.
- 14.ORDER BOOKING AND PREPARE WORK ORDER.
15. QUOTATION ENTRY AND MAINTAIN QUOTATION RECORD AND PREPARE QUOTATION.
16. COURIER SEND AND TRACKING.
- 17.TO DO INWARD AND OUTWARD INSURANCE AND MAINTAIN RECORD.
- 18.PREPARE PURCHASE ORDER AND MAINTAIN RECORD.
- 19.PREPARE LIST OF C FORMS AND C FORM FOLLOW UP AND MAINTAIN RECEIVED C FORM RECORD.
- 20.PREPARE PRODUCTION PLANNING.
21. PREPARE RATE CALCULATION AND ENTRY OF LME AND NEWSPAPER RATES IN FILE.
22. PREPARE RAW MATERIAL AND MAINTAIN RECORD.

23. ONLINE MATERIAL DISPATCH TRACKING.

24. MISCELLENOUS WORK.

HOBBIES

- LISTENING MUSIC
- WATCHING MOVIES

PERSONAL DETAILS

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| ➤ NAME | MOHIT SHARMA |
| ➤ FATHER'S NAME | MR.MANNU LAL SHARMA |
| ➤ DATE OF BIRTH | 30.08.1991 |
| ➤ NATIONALITY | INDIAN |
| ➤ MARITAL STATUS | MARRIED |
| ➤ LANGUAGE KNOWN | HINDI, ENGLISH |
| ➤ GENDER | MALE |

DECLARATION: I here by declare that all the above information is given by me is true to the best of my knowledge & brief.

Date:-

Place:-

(MOHIT SHARMA)