

**Name: ABHINAV SHARMA**  
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**193/6, Shastri Nagar, Kanpur-208005**



## **CAREER OBJECTIVE**

To achieve a responsible position that gives me scope to apply my knowledge and skills in the advanced technologies and be a part of a team that dynamically works toward success and growth of the organization.

## **EXPERIENCE**

- **Five Year experience in Stock Market as a Computer Operator from March-06 to April-12**

Dealing with Clients Work on ODIN Software  
Work on DOS Software  
Maintain Clients Ledger  
Preparing Balance sheet  
Reconciliation of Client

- **One Year experience in Radisson Blu Hotel as an Accounts Assistant from May-12 to April-13.**

Work on Alif  
Boss Software  
Back office work  
Updating Client Ledger  
Miscellaneous Work

- **One Year experience in “Divine Infracon Pvt Limited as a Sr. Executive, This Company is owning Company of Radisson Blu Hotel, Dwarka, New Delhi form April-13 To Jan-14.**

Updating Client Ledger  
Rent work of shop & Mall  
Miscellaneous Work

- **5 Years Experience in RSPL LTD Transport Executive from Jan-14 to July 19.**

### **Nature of work**

All over RTO work (RC, Fitness, Insurance, Tax, N.P, 5 Permit)  
G P S Tracking for Trucks  
Manage the Drivers for Tanker & Trucks.  
Preparing the Drivers Expenses.  
Drivers Attendance  
Coordinate to RTO & T I Officers  
Making the PO, SO on SAP Software  
Record keeping for Drivers

- **2 Years 8 Month experience in “Soda Ash Project RSPL LTD.” Plant (Gujarat) as a Transport Executive from Aug-19 to Mar 22.**

### **Nature of work**

All over RTO work ( RC, Fitness, Insurance, N.P, 5 Permit, Tax)  
G P S Tracking for Trucks & Tankers  
Manage the Drivers for Tanker & Trucks.  
Preparing the Drivers Expenses.

Drivers Attendance Maintenance Work  
Coordinate to RTO & T I Officers  
Diesel Consumption  
MIS Report  
Preparing the Excel Report  
Payment Record keeping for Drivers  
All Documents Records (RC, Fitness, Insurance, Tax, N.P, 5 Permit,).

- **7 Months Experience in “G R Infra Projects Ltd.” as a RTO Executive from April-22 To Till date.**

#### **EDUCATION QUALIFICATION:**

Passed High School from U.P. Board, Allahabad in 1998  
Passed Intermediate from U.P. Board, Allahabad in 2001  
Graduation (B.Com) from CSJMU Kanpur in 2006  
Post Graduation (M.Com) from CSJM University Kanpur in 2008

#### **PROFFESNAL EDUCATIONAL:**

Polytechnic Passed From Orai (Jalaun) in 2003 With (Modern Office Management & Secretarial Practice).  
One Year Apprentice from Jal Nigam, Kanpur in 2004  
DCA (Diploma in Computer Application)  
Acquainted with MS Office

#### **STRENGTHS**

Positive Attitude, Punctuality, Self Motivation, Leadership Quality and Hard Working.

#### **SKILL**

Well Versed with computer.  
Good Communication and interpersonal skills  
Skilled in training and facilitation of above Mentioned Projects and Program

#### **PERSONAL INFORMATION**

Date of Birth	:	07-12-1984
Father's Name	:	Mr. S.C. Sharma
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Hindu
Language	:	Hindi, English
Hobbies	:	Travelling

#### **DECLARATION**

Hereby declare that all information furnished above is true, complete and correct to the best of my knowledge and belief.

**Date: 22-11-22**

**Place: Kanpur**

**ABHINAV SHARMA**