

# CURRICULUM VITAE

## DINESH KUMAR SHARMA

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### CAREER OBJECTIVE:-

- ❖ *To work in a environment which can give me more knowledge and experience of work and can improve my knowledge to reach highest in profession.*
- ❖ *To live honest and hard life to work in a highly challenging competitive environment for the enhancement of my creative abilities and optimum profitability of the organization.*

### EDUCATIONAL QUALIFICATION:-

- ❖ B.com Passed From Delhi University
- ❖ Passed Senior Secondary From C.B.S.E Board in Delhi.
- ❖ Passed Secondary School From C.B.S.E Board in Delhi.

### BUSINESS COMPUTER APPLICATION:-

- ❖ CRM Software
- ❖ SAP
- ❖ BUSY WIN 3.9
- ❖ Marg software
- ❖ Microsoft office (Word, Excel, PowerPoint, access) Internet, Email etc.
- ❖ Outlook working
- ❖ Quotation
- ❖ Performa Invoice

### WORKING EXPERIENCE:-

Presently working with **PADMINI INDUSTRIES LIMITED.** from 2018 to Till Date. manufacturing of Fire Fighting Equipment,

#### **Duties And Responsibilities:-**

- ❖ Sales Coordination
- ❖ Tender filing.
- ❖ Tender Bidding online .
- ❖ Tender Auctions online.
- ❖ Gem portal, Voltas, Moglix, Omaxe, Sail , Bhel, Bokaro Steel plant, NSPCL, Railway, etc.
- ❖ Dealer & Distributors Follow ups for Order
- ❖ Maintain record of all Products activities, on daily and monthly basis
- ❖ Responsible for deal closure
- ❖ Payment Follow up
- ❖ Handle customer care.

## **PROFESSIONAL SKILLS:**

- ❖ In depth knowledge of various Fire Safety Equipment
- ❖ Negotiation skills
- ❖ Some Knowledge of advanced and industrial fire suppression systems
- ❖ Quick decision making
- ❖ Effective time management
- ❖ Customer centric approach

## **WORKING EXPERIENCE:-**

- ❖ 4 year and 2 month working Experience in **VEE PEE INTERNATIONAL PVT. LTD.**  
Date Nov-2013 to Jan-2018. As Branch Manager .

### **Duties And Responsibilities:-**

- ❖ Sales Coordinator
- ❖ Payment Follow up
- ❖ Dealer & Distributors Follow up for Order

## **WORKING EXPERIENCE:-**

- ❖ 3 year 6 Months working experience in **VICTOR PHARMACEUTICALS** Nagloi. April-2011 to Oct-2013.as a Sales Coordinator

### **Duties And Responsibilities:-**

- ❖ Sales Coordinator
- ❖ Payment Follow up
- ❖ Dealer & Distributors Follow up for Order

## **STRENGTH:-**

- ✓ Possessing a creative mindset that is mixed with a strong logical understanding of ideas.
- ✓ Self confidence, Positive Attitude, Punctuality, Honesty, Responsibility.
- ✓ Can work independently and autonomously within a team environment.

## **INTERESTS:-**

- ✓ Music, Travelling, Spiritual Teachings.

## **SPECIAL SKILLS:**

- ✓ Using the Computer and Managing Files, Word Processing, Spreadsheets, Database, Presentation, Information and Communication.

## **GENERAL**

- ✓ Possess a strong personality and good communication skills.
- ✓ Good communication with Vendors.
- ✓ Upbringing in a cultural environment given necessary confidence to deal with people at different levels to tackle difficult situation effectively.

**PERSONAL DETAIL:-**

Father's Name : - Shri. H. C. Sharma  
Date of Birth : - 28 March 1989  
Sex : - Male  
Nationality : - Indian  
Religion : - Hindu  
Marital Status : - Married  
Language Known : - Hindi & English  
Hobbies : - Playing cricket and reading Studies books.

Place:-.....

Date:-.....

**(DINESH KUMAR SHARMA)**