

# CURRICULUM VITAE

## DINESH KUMAR SHARMA

H.No.10/3, Street No.10 Saket Block  
Mandawali, Fazalpur, Delhi-110092, India.  
Mobile No:- 9268567757  
Email:-[dinesh.sharma280@gmail.com](mailto:dinesh.sharma280@gmail.com)

---

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

### **WORKING EXPERIENCE:-**

Now I am working in **PADMINI INDUSTRIES LIMITED**. from 2018. Administration still working.

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

- ❖ Sales Coordinator
- ❖ Dealer & Distributors Follow up for Order
- ❖ Maintain record of all Products activities, on daily and monthly basis
- ❖ Follow up on all deals from end to end,

### **PROFESSIONAL SKILLS:**

- ❖ In depth knowledge of various Fire Safety Equipments
- ❖ Negotiation skills
- ❖ Quick decision making
- ❖ Effective time management
- ❖ Customer centric approach

### **WORKING EXPERIENCE:-**

- ❖ 4 year and 2 month working Experience in **VEE PEE INTERNATIONAL PVT. LTD.** As a Sales Coordinator .

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

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

**WORKING EXPERIENCE:-**

- ❖ 3 year 6 Months working experience in **VICTOR PHARMACEUTICALS** Nagloi. as a Sales Coordinator

**Duties And Responsibilities:-**

- ❖ Sales Coordinator
- ❖ 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 leaves 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)**