

Sanjeev Sharma

174-A, Vinay Nagar Sector 3, Gwalior (M.P.), 474012

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Summary:

Readily embraces change and delivers results through a commitment to learning and development. Fosters organisational unity by building capabilities in others and role modelling consistent and candid leadership. I am a Knowledgeable translator able to work in multiple environments. Fluent in multiple languages like English and Hindi with knowledge of cultural and regional variations. Excellent communicator able to read and write.

Skills:

- Excellent MS Office skills and a good typing speed
- Flexibility, accuracy, strong analytical skills and ability to multi-task
- Native level English, accompanied with excellent knowledge of Hindi
- Proficient in Computer Application- specially in Excel knowledge
- Ability to learn new tools/systems quickly
- An outstanding grasp of English and Hindi spelling, grammar and punctuation, exceptional proof-reading skills and strong attention to detail
- Excellent written and verbal communication skills and the ability to manage multiple and diverse stakeholders across businesses and leadership levels
- Ability to navigate ambiguity, work independently and be able to chart direction of projects
- Detail-oriented, quality-focused and proactive

Professional Experience:

- **Aarambh Classes – Gwalior, M.P.** (October 2014 – December 2015)
Designation– Reasoning Faculty
Roles & Responsibilities –
 1. Curriculum Development: Developed comprehensive reasoning curriculum tailored to various competitive exams, ensuring content alignment and relevance.
 2. Teaching Strategies: Utilized innovative teaching methods to simplify complex reasoning concepts, making them accessible and engaging for students.
 3. Interactive Sessions: Conducted interactive classroom sessions, encouraging student participation and fostering critical thinking skills.
 4. Practice Materials: Created and provided a variety of practice materials, including mock tests and worksheets, to help students hone their reasoning abilities.
 5. Doubt Clearing: Held regular doubt-clearing sessions, addressing students' questions and ensuring a clear understanding of reasoning concepts.
- **I.T. World Computer Institute – Morena, M.P.** (January 2016 – January 2018)
Designation – Faculty of Computer
Roles & Responsibilities –
 1. Report to HOD
 2. Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students.
 3. Conduct internal Tests during each semester in the subjects assigned to me.
 4. Encourage students to participate in co-curricular and extra-curricular activities.
 5. Participate in professional development activities.

- **DRV Enterprises (Draw Layout) – Delhi**

(February 2018 – Present)

Designation– Project Factory Manager

Team Member – Individual Contributor with Team Handling Project Executive

Roles & Responsibilities -

1. Project Timelines Management
2. Quality Check at Site & Furniture
3. Site Execution (Start to End)
4. Rates Negotiation with Vendors
5. Client Interaction
6. Manage of Furniture Factory
7. Market Survey

Education Details:

Qualification	Institute	Year of Passing
B.C.A	MCU, Bhopal (M.P.)	2013
H. S. C.	SSM, Gwalior	2007
SSC	SBM, Gwalior	2005

Languages:

- English
- Hindi

Hobbies:

- Volunteering and community involvement
- Painting
- Listening to music

Personal Information:

Date of Birth: 29-08-1988

Address: 174-A Vinay Nagar Sector 3, Gwalior (Madhya Pradesh)

Pin code: 474012

Languages: English, Hindi