**CURRICULUM VITAE**

**Personal Details**

**Name:** Mr. Ajay Sharma

**Address:** 77, Satya Niketan, near Moti Bagh - II, New Delhi, 110021, India.

**Contact Info:** 011- 24105852 (voice - residence), 9999304992(Cell)

**E-Mail:** ajayamg@gmail.com

**Date of Birth**: 25th December 1979

**Nationality**: Indian

**Marital Status**: Married

**Career Objectives**

To obtain a meaningful and challenging position that enables me to offer my acquired skills and experiences, in the field of project management, for the success of a leading organization.

**Employment History**

November 2009-..

 Company: Dr.P.Bhasin Path Lab Pvt Ltd ( Sports Injury Center ,Safdarjung Hospital.

 Position : lab incharge (Admin)

Key Responsibilities:

Supervise all of the administrative activities that facilitate the smooth running of an office.

* Using a range of office software, including email, spreadsheets and databases
* Managing filing system
* Administrative Work
* Report Typing
* Billing
* Patient Handling

April 2008 – November 2009

**Company :** Alcock McPhar Geotech India Pvt. Ltd. Gurgaon, Haryana.

**Position :** Assistant Manager in Operation & Logistic

Alcock McPhar Geotech, a counterpart McPhar Geosurveys Ltd. of Canada, specializes in providing contract geophysical services for corporate and government clients, who are engaged in oil & gas, mining and groundwater exploration, and surveying for environmental and/or engineering applications.

Key Responsibilities:

* Assistant Managing activities that are part of the production of goods and services that included managing the complete logistics and the operations processes, embracing design, planning, control, performance improvement, and operations strategy.
* Interacting with those managers in other functional areas within the organization whose roles have an impact on operations. Such areas include research, planning, and financial costing. Developing local network within the Government agencies.
* Logistics operation included: preparing & submission of complete applications to all the concerned Government agencies. Follow up with these government agencies for survey permits. Arranging crew accommodation, transportation, visas, customs clearances (for crew and equipment including aircraft), day to day local assistance, arranging security for the aircraft and crew, providing maintenance & hanger facility at the base airport for the aircraft. Developing network with Local ATC (Air Traffic Control) for smooth running of daily operations was also a part of my profile.

February 2005 - April 2008

**Company Name :** Marketing Times Auto.Pvt Ltd ,New Delhi.

**Position Level :** EDP Executive

Marketing Times Auto.Pvt Ltd. is Deler of Maruti Suzuki Maruti Suzuki India Limited (MSIL, formerly Maruti Udyog Limited), a subsidiary of Suzuki Motor Corporation of Japan, is India's largest passenger car company, accounting for over 50 per cent of the domestic car market.

Key Responsibilities:

* Collection and Maintaining Data of different location and uploading into the system and preparing report as per management requirements
* Taking care of Inventory and payroll data
* Billing & Reporting.
* Maintained all the data of in and Out Customers.

May 2003 – September 2005

 **Company Name :** Batra Hospital ., New Delhi.

 **Position :** Executive (**Main Lab**)

Batra Hospital & Medical Research Centre established in 1987 by Ch. Aishi Ram Batra Public Charitable Trust with an infrastructure. full range of state-of-the-art diagnostic laboratories and a comprehensive rehabilitation facilities.

Key Responsibilities:

* Administrative Work
* Report Typing
* Billing
* Patient Handling
* Sample Receiving

January 1999 – May 2002

**Company :** Himalaya Paper

**Position Title :** Store Incharge & Logistic

Key Responsibilities:

* Manage, supervise, or perform a variety of tasks in ordering, receiving, storing, distributing, shipping, and issuing equipment, apparatus, materials, and supplies; and perform other related duties as required

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 June 1998 – July 1999

**Company :** Bureau of Indian Standards,New Delhi.

**Position Level :** Executive

Key Responsibilities:

* Administrative Work
* Managing filing systems
* Maintained all the data

**Qualifications**

2002 Master of Arts (M.A), Himachal University, Delhi.

1999 Diploma in Secretarial Practice in First Division From YMCA, New Delhi.

2000 Diploma in Computer from ET&T from South Extension, New Delhi

**Hobbies and Interests**

Current affairs, travel, charity and voluntary work.

**References**

Available on request