**CURRICULUM VITAE**

**Mr. PRADEEP.S.SHARMA Email-id:** [**pradeep6448@gmail.com**](mailto:pradeep6448@gmail.com)

**Address : Mhatre Apartment, Room No 205, Gothivali Gaon, Rabale,**

**Navi Mumbai - 400701**

**Contact No. : 9930306448**

* **Career Objective:**

Optimum utilization of my knowledge, skill and experience towards continues improvement and growth.

* **Work Experience:**

1) Company Name : eClerx Services Limited

Designation : Senior Analyst

Tenure : 21 March 2016 to till date

**Job Profile:**

* Vendor Management
* Billing Management
* Cafeteria Management
* Facility Management
* Client Co-ordination
* Transport Management

2) Company Name : Thyrocare Technologies Limited

Designation : Admin Executive

Tenure : 16 March 2015 to 16 March 2016

**Job Profile:**

* Vendor Management
* Cafeteria Management
* Facility Management
* Client Co-ordination
* Transport Management

3) Company Name : Sai Security Services

Designation : Admin Officer

Tenure : 10 January 2011 to 31st January 2015

**Job Profile:**

* Vendor Management
* Surfing Internet for New Site
* Attending Visit at Client Office for New Site
* Account Handling
* Staff Management for Site

4) Company Name : Firstsource Solution Ltd

Designation : Admin Co-coordinator.

Tenure : 24th August 2009 to 25th December 2010

**Job Profile:**

* Vendor Management
* Cafeteria Management
* Facility Management
* Client Co-ordination
* Transport Management

5) Company Name : Reliance Infostreams Pvt. Ltd

Designation : Customer Service Associate

Tenure : 23rd April 2007 to 22nd July 2009

**Job Profile:**

* Attending Customer calls regarding the Product PCO
* Entering Customer Feedback in CRM System

**Educational Qualification:**

* T.Y. B.Com from Mumbai University in March 2008.
* H.S.C. (Comm.) from Sainath Jr. College, Vashi in March 2004.
* SSC (Maharashtra. Board) from New Bombay High School, Vashi in March 2002.
* Computer Skills:
* Basic Knowledge of Internet, Excel & Word.

**Personal details:**

Date Of Birth : 24th June.1986

Marital Status : Married

Religion : Hindu

Language : English, Hindi, Marathi.

Hobby : Playing Cricket.