From,

Raman Sharma

Vill. - Harra, Teh.- Dhampur

Distt. - Bijnor (U.P.)

Email- just\_raman@hotmail.com

**Mob:** +919899347934, +919958557441

Sub: Application for the suitable Post.

To,

The respected Sir,

Having known from a reliable source that there is vacancy for the suitable post in your reputed company. I would like to apply myself to the same post.

I am also enclosing my Personal – Data for your kind consideration. If I am given an opportunity to work in your concern. I pledge to do my best and will up hold the reputation of the same.

Your acceptance will enhance my life too, to live as a hope fulfilled person.

Expecting your favorable response.

**Thanking you in anticipation.**

Place: Yours faithfully,

Date: (Raman Sharma)

CURRICULUM VITAE

**RAMAN SHARMA**

Email- just\_raman@hotmail.com

**Mob:** +919899347934, +919958557441

**Pres. Add:** Mayur Vihar -1, Delhi-91

**CAREER OBJECTIVE:**

* To be a part of a leading organization that would develop my creative and challenging skills while contributing to the overall growth of the company.

**PROFESSIONL QUALIFICATION:**

* PGDM (HR) from IMT-CDL, Ghaziabad in 2015 with 58%.
* M.Sc. in Computer Science from MDU, Rohtak in 2013 with 67%.
* ‘O+A’ Level from DOEACC Society, New Delhi in 2010 with ‘B’ Grade.

**ACADEMIC QUALIFICATION:**

* B.Sc. (P.C.M.) from MJP Rohilkhand University, Bareilly in 2004 with 2nd Dev.
* Intermediate from U.P. Board in 2001 with 2nd Dev.
* High School from U.P. Board in 1999 with 1st Dev.

## WORK & EXPERIENCE:

* **HR Person in The Ashok Hotel, New Delhi**
* Working from Sep 2016 to till date.

**Roles:**

* Perform administrative work, including scheduling, maintaining files and sorting mail for the Human Resources department.
* Enter employment data into computer database.
* Track and update hourly employee leaves of absence.
* Assist HR supervisors with the hiring process, including submitting job postings online and scheduling candidate interviews.
* **Administrative assistant in The Ashok Hotel, New Delhi.**
* Approx 5 Years from Oct 2011 to August 2016.

**Roles:**

* Handle office procedures like answering telephones, book keeping, typing or word processing etc works to assist senior officer.

**JOB LOCATION:**

* Ready to relocate.

**PERSONAL INFORMATION:**

* Father’s name Mr. V. K. Sharma
* Date of Birth 05-06-1984
* Sex Male
* Marital Status Married
* Languages known English, Hindi
* Permanent Add. Vill. - Harra, Teh.- Dhampur

Distt. - Bijnor (U.P.)

**DECLARATION:**

I hereby declare that all information provided here is correct to the best of my knowledge. I bear the responsibility for the correctness of the above mentioned particulars.

Place : -Signature-

Date : **(Raman Sharma)**