

VIKAS SHARMA

RISHIKESH (UTTRAKHAND)

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To contribute my knowledge and skills in a competitive and growing organization that encourages creative and innovative ventures as part of the career development program, and to be involved with systems that effectively contribute to the growth of the organization.

Target Sector: Passive fire Protection

Education & Competence

Professional qualification:-

- B.B.A from H N B Garhwal University Uttarakhand.
- Software :Microsoft office, Windows XP, Vista, Windows 7, Windows 8
- Basic, C, C++
- Tally ERP 9
- AutoCADD

Academic:-

- 10th passed from CBSE Board,
- 12th passed from Uttarakhand Board

Strengths:-

- Always ready to learn new things.
 - Positive attitude.
 - Self-motivator, Work with team spirit. Make good understanding with staff. Strong background in managing and planning projects simultaneously within given deadlines.
 - Provide technical direction to produce, engineer and design teams throughout project stages.
 - Excellent communication, analytical and presentation abilities.
 - Established track record of leading integration of systems.
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Vocational training

- I have done my vocational training from Hindustan National Glass & Industries Limited.
- I have done my summer training from District Co-operative bank Rishikesh (Dehradun)

WORK EXPERIENCE:

- **Firestop Site Supervisor with Rise and Shine Group of Company.**
(October 2015 to November 2016)

(Clients: NDIA, QATAR foundation, QATAR petroleum, QDVC)

About Company and Work---Rise and Shine Group of Company. (Hilti Applicator)

M/s Rise and Shine Group Established in 2006 a professional FM 4991 approved leading contracting company in passive fire protection services like Fire Stopping, Structural Steel Fireproofing, Diamond Coring And Cutting, Epoxy Coating, GRP Lining and other insulation and contracting work. We are also specialized in Design, Supply, Testing & Commissioning, and Installation& Maintenance. Within a short span of time our network of offices and dedicated workforce have expanded in UAE, KSA, OMAN, QATAR & INDIA and looking forward to start our operations in other countries.

M/s Rise and Shine Group is the leading suppliers of quality products related to Fire Management, Epoxy coatings. The group not only supplies but also helps in installation. Rise & Shine is principally a Contracting Company providing solutions in installation of Construction Chemicals.

Responsibilities:

- Supervise Passive Fire stop Systems for the fire protection on construction buildings.
- Meeting with client, sub-contractor, third party or consultant about any issues.
- Attend inspection with third party or consultant.
- Prepare documents regarding inspection and work data sheet.
- Certified our work with Q.S for the invoice...
- Responsible for scheduling, financial, and technical requirements in compliance with industry, company and regulatory standards.
- Maintain all manpower on site.

3.3 Years of Experience (Qatar)

(Dec - 2016 to March - 2020)

COMPANY	Arab Builder Trading & Contracting
POSITION	Site Coordinator / Project Supervision (Passive Fire Protection)
LOCATION	Qatar

Responsibilities:

- Have interest in Production, Maintenance, and Constructions.
- Young, energetic, enthusiastic & a quick learner.
- Excellent knowledge of Passive Firestops.
- Technical Background.
- Excellent knowledge of Passive firestop materials / products / systems, markets and applications.
- Excellent leadership, management, oral/written communication.
- Excellent interpersonal, communication & relation building skills.
- Strong organization and analytical skills.
- Have multi-functional exposure and a strong team orientation
- Planned, Prepared, and devised work schedules, according to budgets and workloads.
- Preparing monthly Invoices, total production efficiency reports, key performance individuals.
- Compiled and prepared reports and documents pertaining to personnel activities.
- Monitoring daily wise production report to achieve the profit for a particular month.
- Attending Site walk and Inspection schedules with clients.
- Preparing daily manpower schedule & goods requirement as per site requirement.

(Sep - 2020 to Jan - 2022)

COMPANY	PFP Services Pvt Ltd
POSITION	Project Coordinator - (Passive Fire Protection)
LOCATION	Gurugram

Responsibilities:

- Develop detailed project timelines and milestones based on project specifications
 - Conduct regular project meetings to discuss progress, identify issues, and make necessary adjustments
 - Track project expenses against the approved budget.
 - Create and manage project schedules using charts or other scheduling tools
 - Facilitate communication between contractors, architects, engineers, clients, and other stakeholders
 - Allocate resources (labor, materials, equipment) effectively across the project timeline.
 - Monitor project quality to ensure compliance with building codes and project specifications.
 - Conduct quality inspections and address any quality issues promptly.
 - Maintain comprehensive project documentation including contracts, change orders, and meeting minutes
 - Preparing monthly Invoices, total production efficiency reports, key performance individuals.
 - Compiled and prepared reports and documents pertaining to personnel activities.
 - Monitoring daily wise production report to achieve the profit for a particular month.
 - Attending Site walk and Inspection schedules with clients.
 - Preparing daily manpower schedule & goods requirement as per site requirement.
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- **(March - 2022 to December - 2022)**

COMPANY	JPSC Solutions Pvt. Ltd.
POSITION	Site Coordinator / Project Supervision (Cementitious Fireproofing With Passive Fire Protection)
LOCATION	Delhi

Responsibilities:-

- Monitor project progress and make adjustments as necessary to ensure timely completion; Prepare and submit project status reports to management
- Develop and implement project work plans and review as appropriate to meet changing needs and requirements.
- Encourage communication of information between departments.
- Develop and maintain relations with clients as required establishing correct interfaces and presenting professional image.
- Coordinate with maintenance, extrusion technicians and engineers to troubleshoot and maintain production quality in a safe efficient manner.

- **(April - 2023 to July-2024)**

COMPANY	RAWLPLUG
POSITION	Technical Sales Engineer
LOCATION	Delhi-NCR

Responsibilities:-

- Build relationships with end user customers. Build sales tools for the sales and marketing team. Build strong relationship with our customer bases.
 - Performing demonstrations of technical products
 - Analyzing customer needs and recommending relevant products
 - Building and maintaining relationships with clients through regular check-ins
 - work on after-sales support services and provide technical back up as required
 - Provide training and produce support material for other members of the sales team.
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- (August - 2024 to October-2024)

COMPANY	Rise & Shine Group
POSITION	Opérations(Projects & Sales)
LOCATION	Andra Pradesh

- (December - 2024 to May-2025)

COMPANY	CONFIX
POSITION	Senior Sales Engineer
LOCATION	Delhi-NCR

Credits & Personal Details

Father: - Mr.Vinod Chand Sharma

Address:-

H.No. 505, Awas Vikas Colony
Rishikesh, Distt. Dehradun (Uttarakhand)

Declaration:-

- I hereby declare that the above information is correct.

Place- India

Vikas Sharma
