CURRICULUM VITAE

DEEPAK KUMAR SHARMA
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Career Achievement –

Integrated my knowledge and ability under challenging circumstances in the private sector which resulted achievement of high performance standards with a fast paced growth of the organizations for which I served.

Experience : **> 35⁺ years'**

Type of Industry/Department	Post	Tenure/Duration
1. Working in a Private University at Jaipur	**Section Officer**	**4.6 Years:** From October, 2020
Key Responsibility Area – In-charge of HRD, recruitment of Nursing/Para-medical/Admin Staff for 1200-bedded Hospital & Medical College as per the norms of the National Medical Council, NABH, NABL, all HR related administrative work. **Specifically looking after AEBAS of NMC with follow-up with the faculties/doctors to maintain daily attendance as per MSR-2023 for 250 seats (UG) and PG courses of NMC**		
2. An Educational Institute in Jaipur	Administrative Officer	**01 Year:** From September, 2019 to September, 2020
3. A leading Real Estate Corporate House **at Jaipur**	Secretary to State Head (Manager Level)	**16 Years**: From Oct.2003 to August, 2019
Key Responsibility Areas – a. **All Secretarial work** for the State Head, Operations-Rajasthan b. **Preparation of documents/reports** relating to meetings/review meetings c. **Independent drafting** of various legal documents, such as, agreements/board resolutions/power of attorneys/sale deeds/affidavits/undertakings/notices/letters/ mails, etc. d. **Maintain a proper and user friendly filing and document control system** for recording and tracking of all documents e. **Create and maintain useful databases** require from time to time for the purpose of various works relating to collaborators, court cases, etc. f. **Looking after all HR & Admn. related works** for all offices/sites of all five locations of Rajasthan and also supervise staff requirement activity to ensure affirmative action as per the directives received from HR & Admn. Deptt., HO from time to time. g. **Follow-ups of the legal cases** with the advocate/s **relating to Labour Law** against the Company in various courts and uphold the legal requirements of governing documents (where relevant) as per the instructions received from HO/counsel from time to time. Also looks after the **liasioning work with the State Labour Department**. h. **Looking after all works relating to administration** in the office and maintaining effective administration i. **Liasioning** with various associations like TODAR, CII, CREDAI-Rajasthan, etc. for keeping-up the track of government orders, amendments in relevant acts, rules and regulations issued from time to time.		

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j. Assist on any ad-hoc tasks as required by the State Head/HO/Sr. Officers of the Company from time to time		
4. **07 Years**: On contractual basis in **Planning & Education Departments, Government of Rajasthan** from February, 1997 to September, 2003, as under		
i) A **World Bank** assisted Project	Office Assistant	From February, 1997 to 18th April, 1998
ii) **Swedish Consultancy Firm** – this foreign consultant firm was working on Integrated Water Resources Management Project (IWRM) on request of Government of Rajasthan	Office Manager	From 19th April, 1998 to Sept. 1998
iii) A **World Bank** assisted Project	Office Assistant	From Oct., 1998 to April 1999
iv) An autonomous body of Rajasthan **Government** for implementing the World Bank Project namely 'District Primary Education Programme'.	PA to Director	From May 1999 to Sep. 2003
5. Self	Done own business	**01 Year: From April, 1996 to Jan. 1997**
6. A Limited Auto Lighting Manufacturing Company	P.A. to Director-Marketing	**03 Years**: From June, 1993 to March, 1996
7. A Private Ltd. Pesticides Manufacturing Company	Office Assistant	**03 Years**: From August, 1990 to May, 1993

Trainings & Seminars/ Summits: :

- **Managed** a training programme held on 3rd November, 2011 at Hotel Country Inn & Suites, Ajmer as representative from the Company
- **Managed** a training programme held on 7th & 8th March, 2014 at Hotel Country Inn & Suites, Ajmer as representative from the Company
- **Participated** in the 13th edition of "HRM Summit" held on 13th May, 2014 at India Habitat Centre, New Delhi organized by CII on a theme – "**Getting the Culture Right: HR's Role in Enabling Strategy and Performance"** as nominee from the Company

Qualifications :

- Dip. in Computer Applications & Office Management (DCA) in the year 1990
- Excellent knowledge of Computer with efficiency including ERP based softwares/apps

Personal Dossier –

Father's Name	:	Shri Kanti Chandra Sharma
Mother's Name	:	Smt. Shanti Devi Sharma
Permanent Address	:	E-10, Ambabari, Bank Colony, Behind TVB Girls Public School, Jaipur – 302 039 (Rajasthan)
Wards	:	One Daughter, married One Son, pursuing his higher studies.
Date of Birth	:	23rd October, 1968