

ANAND MOHAN SHARMA

About Me

To work in a challenging environment that provides generous opportunities for learning. To utilize my strengths to build my career that would intrinsically help me in achieving greater practical excellence, where my hardworking nature along with the good communicational skills become an assetto explore the requirements of clients.

My Contact

anandmohanit@gmail.co

m +91-9785140716

Village - Chainpura Jaipur

Software Skill

- MS-office word
- MS- office excel

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- SHANTI PUBLICH SCHOOL
  Secondary
  Completed in 2007

- DPS SCHOOL
  High Secondary in Science Math
  Completed in 2009

- vivekananda Insti. of Technology
  B.TECH IN ELECTRONICS AND COMMUNICATION ENGINEERING
  Completed in 2013

Professional Experience

Vivekananda Global University March 2014– Present

Key responsibilities:

- Responsible for implementation of various modules in Digital Campus.
- ·Worked on Module sin Campus Management Solution (Academics, Timetable, Exam & Grading, Feedback, Student, Library, Admission, Transportation , Fee, Hostel)
- ·Worked on Modules in HRMS(Employee Management, Leaves & Attendance, Employee Movement,)
- ·Worked on Modules in Learning Exchange(LX)(Create community, create template, batches, member, groups, assignments, quize)
- ·To give training to users on various modules of Digital Campus solution& HRMS.
- ·Responsible for making user adoption of system.

ERP EFFICIENCIES

- **·Good knowledge of various ERP modules in TCS iON(Digital Campus Solution):**

1. Academics – Creation and managing Academic Templates, Batches, Classes, Academic Calendar.
2. Student – Student Creation, Creates student login ID, Student 360 degree View details, Print letters for student, Revert separation, Uploading and downloading documents.
3. Separation and Discipline – Separating Students(Pass-out, Withdrawal, Drop-out) and Taking various disciplinary Action.
4. Time Table and Attendance – Managing Time Table and Marking Attendance from Self- services, Enrollment & Student Group, Manage Subject, Configure Leave for student.
5. Exam and Grading – Managing various exams and capturing marks, Promote and Demote, Manage Backlog and History, Track exam activities, Pre Exam Activities.
6. Library – Managing Library by issue/ Receive holdings, Add member and block member, Stock management, Daily circulation details, Library configuration.

• Good Knowledge of ERP in HRMS:

1. Employee Management: Employee Creation , Tagging employee to site, Employee Separation.
2. Managing Leaves: Applying leaves from mtop and self Services.

• Good Knowledge of ERP in Purchase and Inventory:

1. Inventory Creation: Creating Inventory from front end or through template.

Personal Details

Name : Anand Mohan Sharma
Father'sName : Mr. Munna Lal Sharma
Mother's Name : Ms. Santosh Devi Sharma
Permanent Address : Vill- Chainpura near Gyan Vihar University Jaipur

Date of Birth : APRIL, 2, 1992

Branch : Electronics & Communication Engineering

Marital Status : Married

Language Known : English, Hindi, and Regional

Nationality : Indian

Strength : Dedicated towards my job, Confidence, Cool & Calm Thinking
Strong Determination, Highly Ambitious, Tackle any type of situation
Hobbies : Playing Cricket, Listening music, swimming.

I declare that the details above are correct and true to the best of my knowledge.

Place:-..... Date:-.....