

SEEMA SHARMA

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PROFILE

Committed to performance in whichever field worked. Possess strong analytical and conceptual skills with IT qualification. Experience in Administration in School, School- CBSE based work, Designing, Development, Implementing, Testing, Network Administration, and Installation of Software in Manufacturing Industry. IT Training at the corporate level for Freight Forwarding organization.

CAREER GROWTH

Nov'2019 till date	as Admin Head cum CBSE coordinator	1 Year plus
Aug'07 – July'2019	as Administrative Officer cum CBSE Coordinator	12 Years
Jan'05 - Jan'07	as Sr. Executive IT Trainer cum Data Quality	2.0 Years
April-03 - Dec'04	as an Officer EDP Experience	7.3 Years
April-99 - Mar-03	as a Junior Officer-I EDP	
Aug'97 - Mar-99	as a Junior Officer-II EDP	
Jan'97 - July'97	as a Sr. Computer Programmer	7 Months
Sept'95 - Dec'96	as a Programmer for Fox Pro & Turbo C	1.4 Years

PROFESSIONAL ADVANCEMENT

Certificate Course	VB 6.0 from STG, New Delhi
Certificate Course	Oracle/Developer 2000 from STG, Ghaziabad
ADSM	NIIT, South Extension, New Delhi
Graduate	Delhi University in 1995

IT PROFICIENCY

1. **Operating System:** Windows (XP, 2000, 98, 95, 3.11), MS-DOS
2. **DBMS:** FoxPro, dBase
3. **RDBMS:** Front End - VB 6.0, Backend – SQL Server, Reporting – Crystal Report Writer 8.0/9.0.
4. Excellent knowledge of Windows Including MS-Word, MS-Excel & MS PowerPoint

Dharam Public School (November'2019 till date)

Dharam Public School is an English Medium Senior Secondary School affiliated to CBSE. It has strength of approx.400 students.

- **CBSE Affiliation/Extension.**
- **OASIS/UDISE/HE Portal.**
- **Registration of IX/X/XI/XII students with CBSE – Complete Process.**
- **Result Uploading of IX/X/XII – Complete Process.**
- **Handling ONLINE ZOOM classes schedule for teachers and students.**
- Monthly checking of **Attendance Registers.**
- Exam Cell and final Result submission.
- Daily Substitution for teachers.

Delhi Scottish School (August'07 till date)

Delhi Scottish School is an English Medium day boarding cum residential school. The school is affiliated to CBSE board and has the strength of approx.400 students.

- **Complete Administration work** in a team of two.
- **CBSE Affiliation/Extension.**

- **OASIS/UDISE/HE Portal.**
- **Registration of IX/X/XI/XII** students with **CBSE – Complete Process.**
- **Result Uploading of IX/X/XII** – Complete Process.
- **PSA Exam Conduction** – Complete Process.
- **Handling the Fee and Fee software**
- Getting a timely **update and report formation** from the software.
- **Staff Salary.**
- Taking care of **daily expenses** of the school and sending **daily income/expense statement** to head office.
- Handling the day-to-day work related to **books for the session, fee structure, fee collection, New Admissions**, etc.
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- Handling the day-to-day work related to **books for the session, fee structure, fee collection, New Admissions**, etc.

Kuehne+Nagel Pvt. Ltd., Gurgaon (January 2005 – January 2007)

Kuehne+Nagel is a Global logistics network having 24,000 Strategically Located in 620 Locations over 98 Countries and 9 branches in India and having National Office in Delhi. The Company is in the trade of freight forwarding based solely upon the conditions of the British International Freight Association. Joined in Jan'05 as Sr.Executive IT Trainer reporting to EDP Head & GM (SF & AF). The work profile during my service with this industry mainly includes:

- **Debugging** new release of the software developed by the programmers using AS 400.
- Getting training on new releases from BKK.
- **Training** operators on the updated version in the New release of software to all branches in India.
- Generating **Data Quality** reports using SQL from Software and submitting it to top management and Operations staff.
- **Client Interaction** and providing a **corporate presentation** to the Indian clients base.

Continental Carbon India Ltd, Ghaziabad (August 1997 – December 2004)

Continental Carbon India Ltd (CCIL), a wholly-owned subsidiary of Continental Carbon Company of Houston, USA, is one of the leading Carbon Black producers and technology providers in the world. The Company is involved in research, development, and manufacturing of various furnace-grade Carbon black products used in tyres and other applications. Joined in Aug'97 as Junior Officer-II had a growth in terms of job profile and **promotions** from **Junior Officer-II** to **Junior Officer-I** to **Officer**, reporting to EDP Manager & Directly to MD. The work profile during my service with this Industry mainly includes:

- Designing, Development, Implementation which includes in it mainly the packages like Inventory system, Invoicing system, Quality control, Maintenance, Production, Raw Material, Time Office, Payroll Package, **Project Stock, it's status & MIS.**
- Time to time update of various projects.
- EDP Handling 20 machines of different users for their requirements.
- Formatting & Re-Installation of software on machines as & when required.
- Checking for NetWare problems for users and resolving them if possible at our end.
- Daily, Monthly & yearly backups for Servers & users machines.
- Giving training to users for using the software & MS-Office.
- MIS for all departments.
- Providing Additional Reports to Auditors as per their needs to help them in making their job simpler.

Apeejay School, Saket, Delhi (Jan 1997 – July 1997)

A reputed group Amee Chand Pyarelal Jain from Jalandhar having many schools, Management & engineering colleges in & around Delhi. The work profile mainly includes:

- Designing & development of the software for Fees structure & payment for students.
- Designing & development of the software for Payroll, Time Office Package for staff & teaches.

Aakarshan Computer Systems, Lajpat Nagar, Delhi (Sept 1995 – Dec 1996)

A Software Consultancy developing software and CBT programs for schools using Turbo C, FoxPro, PowerBuilder including Designing, Development, Implementation, Testing and Debugging of software.

- Complete software of Fees structure & payment for students and teachers.
- Designing, Development, Testing, Debugging of Financial Accounting Package.
- Designing, Development, Testing, Debugging of Payroll Package.
- Developed CBT packages using Turbo C.

Major Achievements

1. CBSE - Handling of Complete CCE and CBSE related online work started since 2010 and all updates of the same.

Using Foxpro

1. Online Package for Loading Slip to Invoice & online Issue of material from the store and its stock update.
2. Maintenance package which included replacement of equipment from one place to another and keeping their history.
3. Plant Availability graph for Maintenance.
4. Report based on the selection of fields made by the user.
5. Worked online for UK based client on the software named SPSS mainly like MS-Access. The main work was to extract different report from the data given by the client.

AREAS OF INTEREST

1. Administration
2. MIS Work.
3. Logic building.
4. Finding a solution to every problem.
5. Quality Testing.

PERSONAL DETAILS

DATE OF BIRTH	11.11.1974
PASSPORT NO	Z5351141

Date:

SEEMA SHARMA