

# PAWAN KUMAR SHARMA

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## PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

## WORK HISTORY

**SLP, 04/2022 - Current**  
Reliance Indore, Indore

- 2 Year experience in this field
- Maintained a clean and organized workspace, optimizing the inspection process and reducing errors
- Contributed to a safer work environment by adhering to safety protocols during the inspection process
- Streamlined workflow by efficiently prioritizing tasks based on deadlines and importance levels
- Fostered strong relationships with team members, promoting open communication and collaboration within the department.

## EDUCATION

**PGDCA, Percentage:70.80%**  
Makhanlal Chaturvedi University,Bhopal - Shivpuri

**B.com, Percentage:56.33%**  
Jiwaji University - Shivpuri

**M.com, Marks Obtained: 926/1700**  
Jiwaji University - Shivpuri

## CERTIFICATIONS

- CPCT qualified
- Task Prioritization
- Microsoft Word

## SKILLS

- Customer Relations
- Multitasking Abilities
- Calm Under Pressure
- Time Management
- Public Speaking
- Excellent typing speed
- MS Office
- Problem-solving