


Name	:	Sanjeev Kumar Sharma	
Designation	:	Admin.Assistant	
Qualification	:	M.A. Pol.Science	
Experience	:	6 Yrs.	
Brief Details (about yourself):			
<p>– Regularly perform :-Daily attendance of contractual staff .Issue to stationery &house keeping related material on approval of the registrar sir.prepare material receipt note as pr bills.</p> <p>Frequently perform:- Managing all the resources in special occasion like conference workshop</p> <p>– Occasionally perform :- Review assets register and physical coding of assets on local purchase and received from H.Q.collection of quotation purchasing items.</p> <p>Directly responsible :- Store management submission of materials bills in accounts</p> <p>– Secondary responsibility :- Contractual staff attendance and Material receipt note (MRV)</p> <p>Additional responsibility if any :- Store Management (Assets Code Inventory, Assets Counting, Inventory Bar Coding)</p> <p>Manage all supporting staff. Event Management supervision skills and coordination with different vendors.</p>			

