



DILKHUSH SHARMA

AUTOMATION EXPERT

CONTACT

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shubham vihar , royal city
,kalwar road , Jaipur - 302012

EDUCATION

Master of Arts

JRRSU
Jaipur , Rajasthan
2017

SKILLS

- Creativity
- Communication
- Teamwork
- Problem Solving
- Friendly
- Learn New Skills
- Highly motivated
- Google Workspace
- Google Apps Script
- WordPress

ABOUT ME

Google Apps Script and Workspace maestro, I orchestrate seamless business automation. Proficient in scripting for Sheets, Docs, and Forms, I engineer dynamic workflows, automate data insights, and supercharge collaboration. My passion lies in transforming processes, boosting productivity, and ensuring your business rides the automation wave with finesse.

EXPERIENCE

Process Automation Expert Jan 2022 - Current
Diya Automation Pvt Ltd

- Data Management & Backup
- Orgnization Chart & Company Intranet
- Stationary Monitoring System
- HRMS , FMS , PMS , IMS , CMS & Every Type of Process
- All Process Management & New Process Creation On Requirement
- MIS & Reporting of Each Process With Employee Report Card
- Planning , Development , Execution , Reporting

Sr Data Management Expert Apr 2021 - Jan 2022
Sankalp Builders Pvt Ltd

- Data Management
- Flow Chart Designing
- Organization Chart & Company Intranet
- Process Management
- MIS & Reporting
- PMS , FMS , CMS , IMS etc.
- Planning , Development , Execution , Reporting

Data Management Expert feb 2019 - Apr 2021
Jaipur Ratna Mfg Pvt Ltd

- Data Management
- Flow Chart Designing
- Organization Chart & Company Intranet
- Process Management
- MIS & Reporting
- PMS , FMS , CMS , IMS etc.
- Planning , Development , Execution , Reporting