

# HIMANSHU SHARMA

## SUMMARY

- Highly professional property manager and driver
- Experienced leader of staff team
- High standard of English, written and verbal
- Driven by excellence

**Date of birth:** 03/10/1980

**Nationality:** Indian

**Phone:** +91 98107 90207

**Email:** himanshu06sharma@yahoo.co.in

## WORK EXPERIENCE

12/01/2019 – CURRENT GURGAON, India

**PROPERTY MANAGER AND PERSONAL CHAUFFEUR** TAJ RELOCATION

- **Property management**
  - Responsible for the property and ground maintenance;
  - Leadership of staff team in execution of the same;
  - Management of relationships with maintenance contractors and AMC providers;
  - Organization of maintenance of the home, logistically planning to provide the least distractions as possible;
  - Management of property finances and reporting to employer.
- **Event planning**
  - Organisation of festivals and events at the property including but not limited to birthday parties, Holi festival, Diwali festival, Christmas, New year and frequent ad-hoc events;
  - Includes the decorating of the property and grounds, organising caterers, being available throughout the event, liaising with bar staff and the team to ensure each event runs smoothly.
- **Chauffer**
  - Chauffer for my current client for all business needs, including but not limited to commuting to work, airport drop off and pick up, and commuting to meetings;
  - Responsible for the arrangement of tourist travel for my client's family and friends - booking hotels, visiting tourist attractions, sourcing guides, researching areas suited to their travel needs based on their travel requirements. Ensuring their trips are enjoyable and stress free and being on hand 24/7;
  - General maintenance of the company car, safety checks and maintaining a high level of cleanliness.

03/04/2016 – 10/12/2018 NEW DELHI, India

**INDIA LOGISTICS COORDINATOR** SELF-EMPLOYED

- Organised trips for tourists and business clients.
- Understanding the needs of each client group, their budget and areas they would like to visit around different states in India.
- Ensuring all travel needs were met from booking hotel reservations, organizing qualified guides and any transportation needs.

01/03/2015 – 03/03/2016 SI SA KET PROVINCE, Thailand

**THAILAND ELEMENTARY SCHOOL TEACHING ASSISTANT NON-FORMAL AND INFORMAL EDUCATION.**  
NON FORMAL AND INFORMAL EDUCATION

Support for class teacher and teaching assistant to ensure the safety of the children at all times. This included:

- Setting up the learning areas to a high standard;
- Supervising children as directed by the class teacher/assistant teacher;
- Being available for professional development when appropriate and requested by supervisor;
- Responsible to assist with Thai events such as Loy Krathong and other whole-school events;
- Welcome and greet parents/students at the start of the day and to help with the dismissal of students at the end of the day;
- Follow the Supervised Times Policy when on duty.

## **EDUCATION AND TRAINING**

01/03/1994 – 06/04/1996 NEW DELHI, India

**UNDER GRADUATE DAV PUBLIC SCHOOL NEW DELHI**

**Level in EQF:** EQF level 7

## **LANGUAGE SKILLS**

Mother tongue(s): **HINDI, PUNJABI**

Other language(s): **ENGLISH**

|                | UNDERSTANDING |         | SPEAKING   |             | WRITING |
|----------------|---------------|---------|------------|-------------|---------|
|                | LISTENING     | READING | PRODUCTION | INTERACTION |         |
| <b>ENGLISH</b> | B2            | B2      | B1         | B1          | B2      |

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

**References available upon request.**