

Vivek Sharma

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New Delhi

PROFESSIONAL EXPERIENCE

- Overall 5 years of professional experience in various field like Purchase / Procurement, Vendor Management, Stakeholder Management, Trade Finance & E-commerce

1. LOHIA GROUP, NEW DELHI JUNE 2015 – TILL DATE

a) LOHIA GRAMIN VIKASH PVT LTD, NEW DELHI JUNE 2016 – TILL DATE SR.TEAM MEMBER, VENDOR & STAKE HOLDER MANAGEMENT

b) LOHIA DEVELOPERS (I) PVT LTD, NEW DELHI JUNE 2015 – MAY 2016 JR. TEAM MEMBER, VENDOR & PURCHASE MANAGEMENT

- Overall 3.5 years of relevant experience in procurement process, vendor management, stakeholder & purchase management for our ongoing real estate projects of the group
- Responsible for gathering the requirement from the respective stakeholders, understanding the priorities by looking at the project or work plan to fulfill the sourcing requirement in time
- Responsible for timely placement of RFQs to suppliers, negotiation on price and delivery, preparing the comparatives and then coordinating with the project management team regarding the budget and product quality
- Responsible for prepare purchase orders by verifying specifications provided by the in house project consulting team, price comparison, applicable taxation and terms and conditions to execute the Order
- Well experienced in whole procurement cycle, PR to PO process and 2, 3 & 4 way matching of procurement cycle
- Worked with different teams to understand their process better to formulate different procurement/sourcing strategies for implementation
- Worked on tracking process to ensure suppliers / vendors execute the job as per the need and timeline of the project
- Coordinating with the stakeholders or quality teams to resolve any supplier / vendor issue as per the project requirement to ensure smooth execution
- Coordinating with outsourced Grade A Contractors, Architects, Consultants, Project Management Companies and other stakeholders for the project
- coordinating and driving business relationships with key external agencies and product manufacturers
- Involved in sourcing contractors, Project Management Team, collaborating with them to align priorities, mitigating issues and complete the projects within the stipulated timeline
- Extensive experience to prepare rate comparative documents based on the tendering for the project in each division, PR to PO process, WO, PO Tracking Reports, Supplier Delivery Tracking Reports, preparing effective recovery plans in case of delays from suppliers/vendors.
- Good product knowledge and in-depth understanding of the product specification to have best in the market products to be identified and used in our projects
- Expertise in understanding the BOMs, preparing various kinds of Work Orders and Purchase Orders keeping the terms and conditions in favor of our business
- Preparing presentations for meetings, Exceptional communication skills and ability to facilitate discussions with large groups from various functions and skill set level; sound analytical and problem-solving skills
- Hands on experience in operations like managing team and building strategies for developing business

2. ING VYSYA BANK, CORPORATE OFFICE, BANGALORE **MAY 2014 – NOV 2014**
JR. TEAM MEMBER, TRADE FINANCE

- Expertise in Trade finance Operations like Inward Remittances, Bill Collections, Export bill realization, M-billbooking etc.
- Monitoring all transaction queues to complete the transactions within TAT by coordinating with team members.
- Coordinating with internal teams like treasury, Reconciliation team, Global Operations group, Regional processing centers for smooth flow and logical closure of the transactions.
- Part of Center of Excellence Program held in ING for the training about Trade Finance and related products.
- Provide fast efficient customer service to trade clients and maintain excellent relationship.

3. FLIPKART INDIA PRIVATE LIMITED, BANGALORE **DEC 2011 – DEC 2012**
CATALOGUE SPECIALIST

- 1 year of working experience in a leading E-commerce company in India as Senior Catalogue Specialist for the **Sports** category and was part of the Sports Category launch at the Flipkart website
- Experience Website Testing of the company
- Extensive experience in Writing Catalogue for many categories like Sports, Electronics, Computers etc and managing the online catalogue of the company
- Expertise in giving process training to Junior Specialists, new TLs and SMEs
- Highly proficient in working with the CMS tool / Console Tool developed to maintain the data on the website
- Strong experience in maintaining company-wide data integrity
- Good understanding of the retail market and products
- Expertise in using different search engines and retrieving appropriate data and images related to the products accurately
- Strong experience in Managing and coordinating the studios for photoshoot and editing photos by using both online and offline tools like Adobe Photoshop, GIMP Tool, Pixlr.com etc
- Experience in managing the data related to catalogue and pricing for the brands wherein initiating and developing relationships with Business Developers in target organizations for business development
- Strong understanding of various online and print catalogue
- Hands on experience in Content utilization for timely uploading of the content online
- Experience in working with several teams like Data Quality Team (DQT), Market Research Team (MRT) and Vendor Operation Team (VOT) to deliver multi-tasking and timely completion of all assignments
- Worked extensively on handling the Ad-hoc requests from data quality teams and closing the issues by understanding the problem and updating the content using CMS tool
- Expertise in preparing team wise survey reports for different categories regarding the errors in contents, volume of content uploaded and all the statistics related to the monthly content managed
- Strong knowledge of reviewing authoritative sources to validate catalog data and Bug Bash for newly launched products
- Extensive experience in Solving content related Adhocs and handling Escalations

TECHNICAL SKILLS

Operating Systems	MS-DOS, Windows 2000/XP/Avast/07/08, Linux, Mac
Application Package	MS Office (Word, Excel, Power Point, Outlook)

EDUCATION

Qualification	School/College	Board/ University	Year of Passing	Mark Secured
Post Graduate Diploma in Banking Management	TIMESPRO, BBSR, Odisha	Times Centre For Learning	2013-14	84%
B.Tech (CSE)	Purushottam Institute of Engineering and Technology, Rourkela, Odisha	Biju Pattnaik University of Technology, Odisha	2011	76%
12th	Bhadrak Junior College, Bhadrak, Odisha	CHSE	2006	63%
10th	LavanideviUcha Vidya Pitha, Jajpur, Odisha	BSE	2004	83%

ACHIEVEMENTS:

- Part of the Center of Excellence Team at **ING VYSYA BANK** (Certified)
- Completed **NISM Series V- A** certification with 72%
- Completed Business Communication Training at **Flipkart** India Pvt Ltd
- Received 2nd Prize in Model Presentation in Innova-2009 Technical Fest
- Regular Playing Member of **Indian Chargers Cricket Club, Gurugram** for last 2 years
- Represented Jajpur District in Cricket (Under 17, Under 19)
- Represented as a playing member of corporate team of Flipkart, Lohia Group

PERSONAL DETAILS:

Father's Name : Mr. Surendra Sharma
Languages Known : English, Hindi and Oriya
Hobbies : Listening to Music
Interest : Travelling & Touring, Watching Cricket
Address : C-117, Plot No 341, Khasra No 569, Flat No 2,
First Floor, Near Maidangarhi Bus stand,
IGNOUE Road, Maidangarhi, New Delhi 110068

Declaration:

I hereby declare that the above information is correct to the best of my knowledge.

Vivek Sharma