**Prasanna Prabhakar Umarji *D-03, Shree Krishna Nayan Complex, Aptewadi, Badlapur East, Dist: Thane – 421503. Mobile: +91 – 9967742016/ 93099 85914 E-Mail:*** [***umarjipras@gmail.com/***](mailto:umarjipras@gmail.com/)[***umarjipras@hotmail.com***](mailto:umarjipras@hotmail.com)

**Job Objective**

Seeking senior level assignments in IT Services & Sales with a leading organization of high repute

**Profile Summary**

* A focussed and result oriented professional with nearly18 years of experience
* Antivirus Management (Trend Micro), SUS Patch Management
* Vendor Negotiation, Finalizing Rate Contract, Sourcing
* Exposure in identifying and developing potential vendors / suppliers for achieving cost effectiveness
* An effective negotiator with excellent interpersonal, people management and analytical skills
* Have worked with multiple domains and can add that experience
* Proven skills in IT Sales, Lead Generation & knowledge in the IT Services domain gives added edge

**Education**

2011 EMBA (IT) from IMSR, Vashi

2000 Diploma in Computer Application Technology from Mumbai University

**Certifications**

* Microsoft Certified Professional (MCP) in Windows NT in May'00
* Certified MS – CIT Professional in Jul'03
* Certified Procurement Professional (CPP) from IIPMR.

**Skills Set**

**IT Procurement**

* Interfacing with cross functional departments for ascertaining procurement plans of raw products
* Developing key strategies for the purchase of materials from global sources; identifying and developing potential vendors / suppliers for achieving cost effectiveness

**Vendor Development**

* Developing the long-term partnerships with suppliers; managing the day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norm
* Evaluating vendor performance to ensure adherence to predefined specifications and supply of quality material / execution of job works

**Sales**

* Generating leads from various sources, scheduling meetings, converting leads into qualified opportunities
* Follow-up with customers till closure, Account Management, Cross Selling

**Organisational Experience**

**Nov’18 till date Acma Computers Limited, Mumbai as Manager- Business Development**

* Lead Generation
* Act as a SPOC for the customer
* Scheduling meeting
* Selling AMC & FMS as a Product.
* Handling Government Tendering

**Feb’17 till Oct'18 Cloudstrats Technologies Private Limited, Mumbai as Manager- Business Development**

* Lead Generation
* Act as a SPOC for the customer
* Scheduling meeting
* Selling Managed Services as a Product.
* Responsible for Central and State Govt. E-Tender Submission from Organisation

**May’14 till Feb’17 Bluecom Infotech Private Limited, Mumbai as General Manager Purchase**

* Handling Overall Purchases from OEM’s like Lenovo, Toshiba, Microsoft and Distributors like Ingram, Redington, Rashi, Neoteric as per Bid from OEM.
* Floating RFQ’s, negotiating on commercial and technical grounds. Raising PO and coordination till payment is released to Suppliers.
* Working and Submission of Backend Claims to OEM.
* Handling Telephonic Enquiries Received in Office and converting the same to Orders.
* Helping Sales Team in Acquiring New Business and helping in Techno – Commercial Aspects.
* Managing Office Administration & Logistics End to End.
* Handling Order Execution which involves billing as per PO, and Deliveries are Completed in Timeline committed.
* Responsible for facilities management, mailroom, inventory control, purchasing office stationery and telecommunications system. Maintains inventory of office supplies& replenishment. Coordination and helping regarding the Govt Licensing and Contracts applying and renewals.
* Act as an Escalation Point and will be accountable for all Admin & Payment Related Matters.
* Taking care of IT Operations for Internal Users which include Vendor Management, Helpdesk Management, and Reporting.
* Handling Channel Sales of Lenovo Care Pack Business for the organisation and exceeding targets by 120% constantly for 3 Quarters.
* Handling Set of Accounts as an Account Manager.
* Drafting the processes and policies for the Procurement, Admin, Logistics and IT Operations.
* Working as SPOC between OEM and the organisation
* Distributors and Vendors for complete P2P Activities.
* Handling Corporate Finance from Quotes till Payments to Customer.
* Sending chasers to Customers for Outstanding Payments.
* Handling Petty Cash and Office Expenses Admin Related.
* Sending Weekly reports to Management.
* Drafting and Framing Policies and suggesting changes to existing processes and policies.
* Handling Procurement for Infra Related Projects for Interiors like furniture, Prelam, and SunFilms.

**Previous Experience**

**Jun’11 – Apr’14 HCL Infosystems Limited, Thane as Manager - IT Vendor Development**

**Sep’07 – May’11 Reliance Retail Limited, Mumbai as Manager – IT Infrastructure**

**Jul’05 – Sep’07 WNS Global Services Private Limited, Mumbai as System Administrator – Desktop Support**

**Oct’00 - Jun’05 Alphabetics Computer Services Pvt. Ltd., Mumbai as Field Customer Support Engineer**

**Personal Details**

Date of Birth: 28th November 1978

Marital Status: Married

Passport No: L6510050 (Expiring in Dec – 2023).