**CURRICULUM-VITAE**

**Garima Sharma**

**8799715948,8130335585**

**CAREER OBJECTIVE:**

To seek administrative position in the esteemed company where I can utilize the active experience and dynamic skills for maximizing the profit of the company. My leadership qualities can help in managing the work efficiency and in running the administration smooth ***“*The above reveals my ability to carry out challenging work.”**

**ACADEMIA:**

* Graduation **Delhi university with B.A pass Course (2004)**
* Intermediate Passed with (2000) from KVS School.
* High School Passed with (1998) from . KVS School.

***Computer Proficiency***

Customer care backend packages, expertise in MS Word, Power Point, MS Excel, CRM, ERP and all exposures to internet.

**PROFESSIONAL QUALIFICATION:**

* Have Diploma of in Mass Communication at south Delhi polytechnic (2004)

**RS components and controls India ltd May 2018 - till**

RS Components is the UK, European and Asia Pacific trading brand of Electrocomponents plc. The company supplies electronic components, electrical, automation and control, and test and measurement equipment, and engineering tools and consumables.

**JOB RESPONSIBLITIES : Sales Support North and East India division**

1. Daily attendance maintain and visit report prepared all sales executive.
2. Work in CRM portal prepare daily customer enquiry report.
3. Coordinate with customer in help for online place order and offline order , payment follow up
4. Solve customer complaint received faulty material. Payment refund issue etc.
5. Fill E-tender in different portal , BHEL, BEL, OPTO, DRDO, NTPC , DMRC, ISRO.
6. Work on GEM – E- Government Marketing portal ,upload product , purchase order processing received trough GEM.
7. Work on ERP check order status , update to customer and our internal

sales team.

**WORK-EXPERIENCE:**

**ATE Projects Pvt Ltd.**

**November 2016 to 31st March2018**

**Company Profile**

ATE Projects is specified in comprehensive range of engineering services in air-conditioning projects for clean room facilities up to class # 100 as per UKMCA/USFDA STD. in Pharmaceuticals Company We offer a unified approach to fulfill the multitude of specific requirements of each project with proven ability to meet these requirements within financial limits.

**JOB RESPONSIBLITIES : Sales Support Manager & Administration**

* E- Tender filling
* HVAC Offer preparation.
* Selection of appropriate products.
* Vender Development, Negotiations with venders
* Make Inspection Call Letter, Make GTP , Challan, P.I, Quotation Filling Properly Maintained, Purchase Order, Rough Estimate on Excel Sheet , Answers of inquires.
* Maintaining neat & clean office environment, housekeeping issue resolution.
* Monitoring repair & maintenance of office equipments (AC, DG, Etc)
* Empanelled new vendors for & New Parma Companies etc.
* Store management (Stationery & Housekeeping material)
* Prepare MIS reports (occupancy report, monthly provisions, and admin expenses reports, Maintain Stock Status Daily ,Handling e-mails letters, couriers etc.
* Preparing quotations, Solve customer complaints.
* Negotiate contracts with vendors and distributors to manage product distribution, establishing distribution networks and developing distribution strategies

2) **Ascent Engineering services**

**( sister concern company ATE Projects pvt Ltd)**

April-2012to October 2016

**Company Profile**

ASCENT ENGINEERING SERVICES is dealing in execution of large MEP projects including designing planning and commissioning. The activity of company is to provide central Airconditioning , plumbing , Electrical and internal fire fighting works by piping and sprinklers for Hotels, commercial complexes , Malls and High rise buildings .Also we facilitate ventilation and Aircooling for parking areas and utility sections including production halls for large manufacturing units.

ASCENT ENGINEERING SERVICES is having it head office in Delhi to make available solution s in MEP ( HVAC, Electrical , Plumbing and Fire Fighting ) for Indian and International market.

**PURCHASE EXECUTIVE**

**Duties**:

* Controlling the purchase and supply of all procured items & services. Negotiating price and terms of products with suppliers.
* Managing, developing & improving the purchasing team. Benchmarking performance of the Supply Chain.
* Establishing terms, pricing, quality requirements, delivery, and contracts. Adhering to all company policies with particular regard to accounting procedures.
* Administering the online purchasing systems. Reviewing all contracts/agreements to achieve ‘best price/best quality’ purchasing.
* Preparing & processing requisitions, purchase orders & invoices for purchases.
* Giving sourcing input to colleagues to aid business planning & development. Making recommendations & advising senior management on all purchasing issues.
* Maintaining records of supplier contracts, agreements, goods ordered received.
* Managing vendor relationships and building effective supply chain partnerships. Other spend categories include: marketing, HR, professional services, catering, uniforms, facilities.

**AREAS OF EXPERTISE**

* Negotiating Supply chain Material supply solutions Tenders / Estimating
* Vendor identification Project management Supplier relationship management Contract management

**KEY SKILLS**

**For Purchase management & Office Administration:**

* Setting up the weekly, monthly, quarterly procurement plan.
* Procurement of raw material from national market.
* Development of alternative local sources for raw materials which helps in cost saving..
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Inviting and allotting quotations.
* Liaison with the production department to maintain optimum inventory.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
* Liaison with finance department for timely payment of bills.
* Developing reports on procurement and usage of material for top management.

**For Vendor Development**

* Effective management of vendor database.
* ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
* Development of new vendors.
* Conducting trainings for vendors to educate them about company’s requirements and help them in improving their performance.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Timely clearance of payments & handling vendor inquiries.
* Running programmes to evaluate vendors based on the feedback from internal stake holders.
* Developing reports on various programmes run for vendor development for top management.

**Office Administration:**

# To look after stationery requirement and annual maintenance of AC/ Telephone/ Fax machines. To over look daily complete office administration activites. Maintaining of bills related to travel and courier. Take care of Vendor Management, Petty Cash and Payment Management. Sourcing New vendors and thereby co-ordinating in the procurement of office supplies, managing office stationery, etc. Taking regular employee feedback evaluation list to enable administration to function at its best.

* **Supervise and direct all departments for any internal and external communication.**Handling & Managing Overall Administrative Activities.

**PERSONAL SKILLS**

*Attention to detail Goals orientated Methodical*

**BEYOND ACADEMICS**:

Participated in various dance events in School & College level

**COMPETENCE**:

* Fast learner. Adapt well to changes and pressures in workplace.
* Good presentation skills.
* Work effectively with diverse groups of people.
* Friendly with an upbeat attitude.
* Ambitious and committed to excellence.
* Quality oriented mind setup; Good Communication Skills and drafting Skills; Creativity; Good judgment Skills

**HOBBIES:**

* Reading Books, Traveling, Excursion,

**DECLARATION**:

I hereby confirm that the information given in this C.V is true and correct to the best of my knowledge.

DOB : 22.6.1982

Husband Name : Vinod Sharma

Address : 26j, Pocket -2 , Mayur Vihar Phase-3

Current CTC – 4.20 Lac

**Date:**

**Place: Delhi (Garima Sharma)**