Vikas Sharma

Mobile number: +91-8505965278

Email Address: vsvsharma547@gmail.com

Career Snapshot

Objective

To develop myself as a valuable resource by putting my knowledge into practice in pursuit of a successful career in the field of Purchasing and Supply Chain Management thereby aligning personal as well as organizational growth.

Areas of Expertise

- Raising Purchase Order
- MIS Preparation
- MS Office and Excel
- Raising PR, Quotation
- Service Entry Sheet
- Vendor Payment
- Vendor Development

Work Experience

1. Windshield Experts (Shield Autoglass Ltd.), Gurgaon   **Duration: June'2014 To Till Date**

Designation: Purchase Officer – MIS

Salary Package: 2.0 L CTC P.A.

Key Accountabilities:

- Placing Order for PAN India ADSL depot for W.E Service Center.
- Follow up with ADSL depot team to deliver the material at center as per company delivery terms and condition.
- Prepare Purchase and Sales reports (Monthly and Annually).
- Coordinate with vendors and centers for any additional requirement for stock.
- Follow up with centers and collect the data from PAN India basis.
- Prepare MIS report for monthly MCM on 15th of every month.
- Arrange the NON AIS glasses from Authorized Service center or as well as from Authorized dealers.

2. Reckitt Benckiser Healthcare India Ltd. ,Baddi   **Duration: Aug'12 To June'14**

Designation: Purchase Executive – Raw Material, Engineering Spares.

Salary Package: 1.8 L CTC P.A.

Key Accountabilities:

- Raising Purchase Order for Registered Vendor with Company on SAP.
- Raising Purchase Requisition and prepare the Price comparison.
- Prepare monthly report for Purchase.
- Mention Service entry sheet, Tax Code for all In- Stock items.
- Maintain daily Purchasing track and provide the Purchasing Order to Vendor.
- Follow up with the vendors and deliver the material at site within delivery time.
- Collect the data for Vendor Payment and clear vendor payment with Co-Ordination of Finance Department.
- Take the approval from assigning authority for procurement.
- Follow the Rule and Regulation that has been set by the Top Management.

3. **Cosmas Pharmaceutical Ltd. ,Baddi**   **Duration: Feb'13 To May'14**

Designation: Store Executive – Raw Material, Engineering Spares.
Salary Package: 1.2 L CTC P.A.
Key Accountabilities:

- Physical Verification of Incoming materials in company as per Invoice and Purchase Order.
- Provide intimation to quality department for Quality inspection of Material.
- Receipt of incoming goods.
- Identification of all materials stored in a particular location.
- Issue and dispatch of Raw Material as well as Engg. Spares.
- Maintenance of stock records of all Stock and Non Stock Items.
- Stock-taking of RM and Engg Spares.

Education

2013-2016	**Business and Administration – Degree (Distance Learning)** Karnataka University (Distance Learning) (Pursuing)
2013-2014	**SAP Material Management – SAP Software Training** GB InfoTech Pvt Ltd., Sec-34, Chandigarh
2008-2011	**Technical Diploma – Polytechnic** Himalayan Group of Professional Institutions, Sirmour (H.P) HPTSB, Dharamshala
2007-2009	**Senior Secondary Examination - Class XII** National Institute of Schooling NIOS
2006-2007	**Higher Secondary Examination - Class X** Govt. High School, Pantehra (Bilaspur, H.P) HPBOSE

Personal Details

- Father's Name   :   Prakash Chand
- Marital Status   :   Single.
- Nationality   :   Indian.
- Language Known   :   Hindi, English, Punjabi
- Date of Birth   :   28-July-1992

DECLARATION:

I hereby declare that the details provided by me in this resume are correct and I have knowingly not omitted/ misrepresented any information. I am aware that the company can use this data for verification purposes and any material inconsistency identified between the details shared above versus actual information would have a bearing on my employment, based upon company policies.

Date: _____   Time: _____   Place: _____   Signature: _____