CURRICULAM VITAE

**ANKIT SHARMA Email :** **ankitsharma5195@gmail.com**

 **M: +91 -9999715195,8800795932**

**PROFILE**

Highly motivated individual looking to obtain a challenging job and responsible position that allows optimum utilization of my skills & knowledge.

**PROFESSIONAL EXPERIENCE**

1. **From August 2018**

Working as a – **Senior Executive in Procurement Dept. with Sun Organic Industries Pvt. Ltd Brand Name – Wonderland Foods.**

* Resolved quality issues in collaboration with quality control department.
* Prepared purchase orders and conducted financial tracking and billing.
* Arrangement of contracts for maintenance and supplies. Approved returns for repair or stock balance.
* Vetted and qualified vendors for supplies of negotiated preferred relationship agreements.
* Drafted and implemented all procurement policies and procedures.
* Validate local and import purchase orders.
* Negotiation & placement of orders with vendors & pursue for timely delivery of respective materials in line with purchase order & settlement of disputes if any.
1. **From April 2018 July 2019**

Worked as **–Executive in Procurement Dept. with Springboard Enterprises Pvt Ltd.**

* Purchasing Small Skills Machine Like Agriculture, Dairy Product, Fisheries, Food Processing & Packaging, Recycling of Waste Paper & Plastic Etc.
* Managed raw material supply base.
* Maintained inventory and directed purchases in coordination with various departments.
* Resolved quality issues in collaboration with quality control department.
* Prepared purchase orders and conducted financial tracking and billing.
* New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
1. **From July 2013 January 2018**

Worked as **Executive in Procurement Dept.** with**M/s. CONTINENTAL ENGINEERING CORPORATION INDIA PVT. LTD. (CEC-CICI JV)**Metro Tunnel Project**.**

JOB RESPONSIBILITIES:

* Controlled inventory levels and worked with plant manufacturing operations and logistics teams, suppliers, and demand planning department.
* Review of delivery orders and evaluate availability, lead times and manufacturing process needs.
* Coordination with Internal and external customers to ensure proper product selection and supply chain.
* Negotiation & placement of orders with vendors & pursue for timely delivery of respective materials in line with purchase order & settlement of disputes if any.
* Arrangement of contracts for maintenance and supplies. Approved returns for repair or stock balance.
* Vetted and qualified vendors for supplies of negotiated preferred relationship agreements.
* Managed procurement staff with dotted-line responsibility for accounts payable staff.
* Updating of vendor database and vendor outreach programs, expanding the force of competition and resulting in significant cost savings.
* Drafted and implemented all procurement policies and procedures.
* Validate local and import purchase orders
1. **From July 2010 to July 2013**

**CAD Housing Private Ltd. (K.M Group)**

Worked as **Senior Store Keeper** in Project Construction for Building Radisson Blu Hotel, (Carlson Group) Ghaziabad (U.P).

JOB RESPONSIBILITIES:

* Receipts, Issues, Preservation and Dispatches of Materials.
* Inspection of materials dispatched at the designated place.
* Documentation as required under Company system of ISO standardization.
* Maintain minimum stock level as per consumption of material.
* Prepare critical items report on daily basis and forward to planning
* Handling of Weight Bridge Software i.e. Avery India Pvt.. Ltd. and Northern Weighing Company.
* Handling the Receipt & Issues In Stores.
* Co-ordination & Co-operation with other Departments for smooth progress.
* Following Safety Procedure & Standards at all stages.
* Housekeeping In accordance with Safety Procedure.
* Prepare Critical Items Report on daily basis and forward to Planning

**EDUCATIONAL QUALIFICATION**

* I.T.I done From DTTE in IT&ESM in 2010
* Completed **B.A Programme** from Delhi University in the year June 2010
* Passed standard XII from **C.B.S.E Board** in2007.
* Passed standard X from **C.B.S.E Board** in 2005.

**TRAININGS**

* SUN Solaris Material Module From NIIT in 2009
* CCNA Certified From CISCO in 2011
* Higher Diploma from System & Networking From NIIT in 2010

**ACHIEVEMENTS**

* Awarded Training Completion Certificate for **96 Hrs HEALTH &SAFETY EXECUTIVE Training** from CONTINENTAL ENGINEERING CORPORATION– CICI (JV) DMRC PROJECT CC-04.
* **Best Safety follower of Safety Month 2015** from CONTINENTAL ENGINEERING CORPORATION -CICI (JV) DMRC PROJECT CC-04.

**PERSONAL DETAILS**

Father’s Name : Late. Sh. Suresh Sharma

Date of Birth : 22ndSeptember, 1987

Marital Status : Married

I do hereby declare that the details provided by me in this resume are correct

**ANKIT SHARMA**

**New Delhi**