

Bhaskar Sharma

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PROFESSIONAL SUMMARY

Highly motivated and detail-oriented IT professional seeking a challenging position in IT Asset Management. Offering a strong background in managing and optimizing IT assets, combined with excellent analytical skills and a passion for improving operational efficiency. Committed to ensuring accurate inventory control, cost optimization, and compliance with industry standards.

WORK EXPERIENCE

DTDC EXPRESS LTD

Panchkula, Haryana

IT Asset Management (Roll)

Jul 2019 - Present

- Orchestrated the development and integration of a robust IT Asset Management initiative, resulting in optimized asset tracking and utilization; increased asset utilization rates by 20% and reduced maintenance costs by 30%.
- Led cross-functional team to implement inventory control procedures resulting in a 20% reduction in stock variances and a 25% increase in inventory accuracy, facilitating smoother operations and inventory management.
- Collaborated with procurement and finance teams to streamline software and hardware procurement processes, resulting in cost savings of 15%.
- Integrated comprehensive asset lifecycle management processes, including retirement and disposal, ensuring compliance with environmental regulations; reduced asset-related costs by 15% and improved sustainability metrics by 20%.
- Analyzed and presented detailed reports on IT asset performance, utilization, and compliance to senior management, driving informed decisions that enhanced operational efficiency by 20% and ensured regulatory adherence.
- Created and implemented robust IT asset management protocols, leading to a 20% reduction in asset downtime and a 30% increase in asset lifecycle efficiency.

DTDC EXPRESS LTD

Panchkula, Haryana

IT Support Specialist

Jul 2019 - Present

- Resolved 200+ hardware and software issues monthly by developing streamlined troubleshooting guides and implementing remote diagnostics; decreased average resolution time from 45 minutes to 20 minutes, boosting operational efficiency by 55%.
- Assisted in the installation and configuration of new IT assets, ensuring compatibility and adherence to security protocols.
- Conducted regular maintenance and updates on IT assets, ensuring optimal performance and security.
- Documented and tracked IT assets, maintaining accurate and up-to-date inventory records.

EDUCATION

Delhi University

New Delhi, Delhi

BA Programmer

Graduation Date: Nov 2017

Sarvodaya Bal Vidyalaya

New Delhi, Delhi

CBSE

Graduation Date: May 2012

Raghubir Singh Modern School

New Delhi, Delhi

CBSE

Graduation Date: May 2010

SKILLS

IT Asset Management, Inventory Control, Software and Hardware Procurement, Vendor Management, Cost Optimization, Compliance and Audit, Asset Lifecycle Management, IT Asset Tracking and Reporting

CERTIFICATIONS

Principle of IT Service Management System (ITSM)

TECHNICAL SKILLS & LANGUAGES

Skills: Microsoft Office (Excel, Word, PowerPoint)

Programming language: HTML, CSS, Js(Basic)

Tools & Technologies: Git, Github(Bsharma1993)

Frameworks & Database: Node.js, React.js, MongoDB

Hardware: Desktops, Laptop, Servers, Network Equipment