

CURRICULUMVITAE



MAYANK SHARMA

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A-701, Vardhman Heights, Opp. SRP Camp

Rajkot – 360003

Career Objective

I always, look forward a challenging environment, which impart me opportunities to utilize my skills and efforts while making a significant contribution to the success of the organization.

Academic Qualification

10 th	Maharaja Agarsen Inter Collage	2004	56%
12 th	Maharaja Agarsen Inter Collage	2006	58%
Graduation	Dr. Bhim Rao Ambedkar University	2011	55%
MBA*	Indian Institute of Material Management	2013	52%

Work Experience – 14 Year

Company Name	Marwadi University	Reliance Retail Ltd	Marwadi University	The Sandesh Ltd.	HMVL (Hindustan Times)
Designation	Manager	Dy.Manager	Manager	Asst. Manager	Executive/Sr. Executive
Profile	Purchase & Store	Inventory Warehouse	Purchase & Store	Purchase & Store	Purchase/Store & Newsprint
Work Duration	Feb 2023 Continu....	16 Mar 2022 to Feb 2023	Sep 2018 to Mar 2022	Mar 2017 to Aug 2018	Oct 2009 to Jan 2017
Industries	Education	Ecommerce	Education	Print Media	Print Media
Work Place	Rajkot (Gujarat)	Jamnagar (Gujarat)	Rajkot (Gujarat)	Ahmedabad (Gujarat)	Agra & Aligarh (U.P)

Reliance Retails Ltd,

Presently working with “**Reliance Retails Ltd**” designated as Deputy Manager Inventory/Warehouse. Managing FMCG Inventory worth over 10 Cr. At Reliance Retail, maintained a warehouse in a 50,000 sq. ft. facility approximate 1200+ Articles includes HPC, Beverages, Dairy, Staples, Confessionary, Health Care, Baby Care and others). Coordination with Inbound, Outbound Transport, Sales & Category Dept.

Key Area

- Actively managed 1,200 SKU, with a focus on planning and budgeting to meet annual revenue
- Developed cycle count procedure and consistently attained 97.3% inventory record accuracy.
- Maintained, MRP, Shelf-Life, Bin Audit with the accuracy of 99.7%
- Maintain all SLOC in respect of quantity, quality, and hygiene.
- Ensure inventory control needs are consistently met by improving and developing inventory management process and procedures.
- Reduced inventory shrink levels from 3.8% to under 1.0% of COGS and maintained shrink percentage over the last 3 Month.
- Plans based on sales forecasts, historical usage and product trends. Achieved 95% forecast accuracy compared to actual demand.
- Implemented warehouse FIFO & LIFO management of all articles. Slashed kitting time by 30%.
- 90% retention rate of staff employees.

Marwadi University

Worked with “**Marwadi University**” designated as Manager **Store & Purchase**. “Marwadi University” is fast growing university and purchase turnover is around **5 Cr**. Approximately 1000+ inventory includes Civil (Hardware, Plumbing, Sanitary, Steel, Cement and others), Maintenance, Electrical, Information Technology, Lab Chemical, Stationery, Housekeeping, Marketing Material and other Academic (Chemical, Mechanical, Environmental Equipment). “**Marwadi**” is dealing with almost 2000+ vendors in all over India.

Job Exposure: -

- Update Purchase/Store SOP
- Process update in Inventory Software (Customize Software)
- Scrap Tendering Process development
- Inventory Control along with Warehouse
- Online documentation Process Development (Almost Zero Paper Work)
- Synchronization between work and employee
- Asset Tracking Process
- Vendor Development

The Sandesh Ltd.

I have been worked with **The Sandesh Ltd** Ahmedabad (Leading Newspaper in Gujarat) as Purchase & Store Asst. Manager. “**Sandesh**” has 6 Branches in Gujarat (Baroda, Rajkot, Surat, Bhavnagar Bhuj, Mumbai) and head quarter is in **Ahmedabad**. Centralize process of purchase; manage from headquarters for all branches. It include Mechanical/Electrical/Preventive Spares Part, Packaging Material, Chemical, Forklift Spare & Others, DG Service Part/Lubricant, Violet Plates, CTP Machine Spare, IT Peripherals/Spare Part, Gift Items, Stationery, Housekeeping, Marketing, etc..

Job Exposure:-

- ② Material Master Updation
- ② Vendor Master Updation
- ② E-Procurement Tendering
- ② Scrap Tenders
- ② New Vendor Development
- ② Material Min-Max
- ② Inventory Control
- ② AMC Control
- ② Purchase Master Data
- ② Physical Verification
- ② Tracking of Non-Moving/Slow Moving Items
- ② Monthly Audits External & Internal Reply
- ② Providing all the concerned information to Senior Management.
- ② Planning Group for making timely Payment of the Vendor
- ② Coordinating with Category & Operation.

Hindustan Times Media Ltd

I have been work with **Hindustan Media Ventures LTD.** (Subsidiary of Hindustan Times) as a Store In-charge (**Finance - Executive**). **Apart from Store & Purchase activity, I was been in charge of Newsprint dept. as well.**

Job Exposure:-

- ② Logic Note
- ② Work Order
- ② Service Entries
- ② Purchase Order
- ② Inventory Control
- ② Goods Receipt Note
- ② MIS of all inventory and Physical Report
- ② Preparing various types of Schedules for Audits External & Internal
- ② Providing all the concerned information to Auditors & senior Management.

Handled Accounts Payable

- ② Invoice verification in SAP
- ② Preparation of various reports like – Purchase, Issued & Consumption as well.
- ② Opex Movement Schedule.
- ② Coordinating with Category & Operation Planning Group for making timely Payment of the Vendor.
- ② Providing all the concerned information to Auditors & senior Management.

Material Management Activities

- ② GRN / Service Entry of Opex Bills.
- ② Analysis of Stock which is laying at Fresh store and report to management ② Finalization of Provision at Quarter end & Year End for Balance Sheet.
- ② Responsible for Stock Movement from DC to Stores.

Hindustan Media Ventures Ltd.

Worked with **Hindustan Media Ventures Ltd.** A giant of Print Media Empire I worked here as Assistant Store (**Store & News print**) with **HMVLT** through Adecco Flexion Workforce from **October 2009 to Nov 2011** at **Agra**.

Job Exposure: -

- ② Preparing Work Order and Purchase Order.
- ② Releasing Service Entries in **SAP**
- ② Service Entries, Invoice Verification.
- ② Proper Newsprint Maintenance Purchase, Issue & Consumption.
- ② RGP & NRGP Reconciliation.
- ② Service & AMC Controlling
- ② Newsprint and Ink **Insurance claim**
- ② MIS of all inventory and Physical Report
- ② Issue and Receipt of Material on Real Time
- ② Monthly Planning for Daily Consumable Material
- ② Preparing all legal documents according to ABC Audits.
- ② Preparing various types of Schedules for Audits External & Internal
- ② Providing all the concerned information to Auditors & senior Management.

Innovative Experience & Achievement

- ② I have two times Project experience as well lunching at Agra & Aligarh.
- ② I have also received R&R award during lunching time.
- ② Free flat allowance for 1.5 Year to manage inventory management
- ② I have been awarded to manage ASME event in 2020.
- ② Appreciation to develop E-Procurement process
- ② I have participated in music reality show and also been rewarded for 1/2/3 positions.

Software/Computer Skills

- ❑ SAP (MM Module)
- ❑ ERP Finsys
- ❑ SSC (Shared Service Centre – In-House Software).
- ❑ Customize Software (MEFGI) ❑ MS Office.
- ❑ Familiar with Internet.

Key Skills and Attributes

- ❑ Strong will power.
- ❑ Detail oriented, Punctual.
- ❑ Ability to work for long hour.
- ❑ People oriented person.
- ❑ Analytical and Reasoning.

Personal Profiles

Name	Mayank Sharma
Father's Name	Mr. Ashok Kumar Sharma
Date of Birth	17 th June 1989
Marital Status	Married
Language Known	Hindi, English
Hobbies	Listening, Learning & Performing Music, Cricket & Badminton

Date

Place :- Rajkot (India)

Signature