

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

- ❑ GRN / Service Entry of Opex Bills.
- ❑ Analysis of Stock which is laying at Fresh store and report to management ❑ Finalization of Provision at Quarter end & Year End for Balance Sheet.
- ❑ 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 HMVL through Adecco Flexion Workforce from **October 2009 to Nov 2011 at Agra.**

Job Exposure:-

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

Innovative Experience & Achievement

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

Software/Computer Skills

- ② SAP (MM Module)
- ② ERP Finsys
- ② SSC (Shared Service Centre – In-House Software).
- ② Customize Software (MEFGI) ② MS Office.
- ② Familiar with Internet.

Key Skills and Attributes

- ② Strong will power.
- ② Detail oriented, Punctual.
- ② Ability to work for long hour.
- ② People oriented person.
- ② 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