**Mr. SHAIKH ASIF**

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**Address:** [Plot. No](http://Plot.no) ‑ 377, [Sector. No](http://Sector.no) ‑ 25, Sindhunagar, Pradhikaran, Nigdi Pune ‑ 411044.

### Email: [asifsheik1@yahoo.com](mailto:asifsheik1@yahoo.com), [hiasifsheikh@gmail.com](mailto:hiasifsheikh@gmail.com) Mobile: +91-9762112120.

**Date of Birth:** 28th June 1982.

**Objective:** To be a highly dedicated and accomplish asset manager with an exceptional work ethic and customer service record and obtain an IT Team to contribute my skills and experience to aid in the overall success of company.

**Job Profile:**

1. Working for Capgemini Technology Services India Ltd as Senior Consulting from 1st April 2022 till date.
2. Worked for Birlasoft Limited on Birlasoft Payroll as Asset Specialist from 18th Aug 21 till 25th 2022.
3. Worked for KPIT Technologies on VDA Info Solutions PVT LTD payroll as Asset Management Team Leader.
4. Worked with Capgemini Technology Services India Ltd as Senior Asset Executive.

# Worked in Geometric Software Solutions Ltd as Asset Executive. It is a top company in the

# Category. Engineering Design Services, also known for Computer Software Developers.

1. Worked as Asset Executive in EXL Service.com PVT LTD.

**Work Experience –Details**

1. **Organization:** Capgemini Technology Services India Ltd.

**Position:** Senior Consultant (C1)

**Period of Work:** From 1st April 2022 till Date.

**Role & Responsibilities:** Working with BAYER as an incident manager. Managing, coordinating and monitoring day to day activities to move forward with incident management.

Worked for Fresenius account, responsible for Printer Configuration and CMDB update, Printer inventory report to management. Communication with vendor new requirement and for vendor support on printer issues.

1. **Organization:** Birlasoft Limited.

**Position:** Asset Management Specialist (4C)

**Period of Work:** From 18th Aug 2021 till 25th March 2022.

**Role & Responsibilities:** Responsible for data migration in new tool **(SNOW)** this includes asset compliance report. Data share as per requirement for audit purpose, monitoring asset release globally and make sure all asset are submitted back to organization in this pandemic situation.

1. **Organization:** VDA Info Solutions PVT LTD.

**Position:** Asset Management Team Leader.

**Period of Work:** From 17th July 2018 till 31st July 2021.

**Role & Responsibilities:** Responsible for the daily and long-term strategic management of software and technology-related hardware within the organization. This includes planning, monitoring, and recording hardware assets to ensure compliance.

**Work Experience:**

Remarkable experience in IT project management

Proficient with Microsoft Operating Systems

Good understanding of IT development process

Ability to develop and maintain effective relationships with business partners

Ability to lead projects from initial concept to successful implementation

Ability to lead, coach and motivate individuals and develop teams

Ability to manage conflicting interests and identify compromises

Excellent project management and organizational skills

Ability to work in a team, have excellent communication skills and good Co-ordination among team members.

1. **Organization:** Capgemini Technology Services India Ltd.

**Position:** Senior Asset Executive.

**Period of Work:** From 4th April 2013 till 13th July 2018.

**Role & Responsibilities:** Good experience of understanding IT assets and their usages, Excel Expertise. Maintain repository of hardware assets and Vendor contacts. Have excellent Asset tracking, Vendor co- ordination, communication skills and people interaction skills. Also have knowledge of BMC remedy, Software License, and ITIL process Aware.

**Work Experience:**

Supervised team members work.

Monitored working of IT infrastructure and evaluated working of employees.

Performance analysis of the team members with critical observation and data handling skills.

Possess excellent inter-personal skills which helps in easy going with the team members.

A constant motivator and planner to draw the fellow team mates positively, to achieve goals set by the organization.

A patient listener towards the concerns of the team. Genuinely interested in resolving their ambiguities.

Prepare Weekly Asset allocation and Stock Report.

Prepare and share monthly reports for Procurement of IT asset.

Providing forecast to management and procurement team for procurement of IT asset.

Coordinated with vendor for procurement of IT consumable asset

Delegated work to team members.

Reviewed and conducted performance appraisal.

Managed the development program.

Provided training and assistance to all members of the IT team.

Evaluated all processes and systems and ensured compliance to quality regulations.

Evaluated and produced business plans and operating practices, which improved quality, increased productivity and reduced costs.

Developed and maintained technical documents for organization.

Prepared reports for all project progress for management.

Coordinated with team leaders and ensured achievement of all objectives.

Coordinated with businesses for various projects and ensured smooth incorporation.

Responsible for checking and auditing of assets.

Sending various notifications related to assets to the users.

Responsible for PV activity for Pune Location

Responsible for Refresh for Activity of IT Asset.

Auditing asset data received for upload in AMDB.

1. **Organization:** Geometric Software Solutions Ltd.

**Position:** Asset Executive.

# Period of Work: From 10th April 2011 till 29 Feb 2013.

**Role & Responsibilities:** Tracking & Management, Vendor Management, MIS reports

**Work Experience:**

Good Knowledge of Asset discovery.

Laptop and Desktop allocation to user as per request and approval.

Maintaining IT Asset Inventory for PPT and NON PPT Asset.

PV activity for PPT and NON PPT Assets.

SPOC for Refresh activity for Pune location

Preparing and sharing monthly report with management.

Sharing Asset register with concern project for Audit.

Procurement of Asset and Tracking with Vendor.

Raising Purchase order for asset required as per projection given by project.

Tracking IN and Out of Asset.

Responsible for GRN of IT Asset

Responsible for IUT of system,

Shifting activity planning as per project requirement,

Asset Disposal as per Asset Life Cycle.

Debonding of Asset.

Hard disk degaussing before sending to Vendor.

Resolving the issues within SLA time frame,

Issue raise to Vendor for faulty part replacement,

Tracking IT Asset warranty period,

Tracking temporary allocation of Laptop,

Naming the asset and maintain the record through Asset code.

Tagging system with Asset Code against serial no.

Upgrading the system as per project requirement and keeping the track of those asset.

1. **Organization:** EXL Service.com PVT LTD.

**Position:** Asset Engineer.

**Period of Work:** From 12 Dec 2009 to 31st March 2011.

**Role & Responsibilities:** Ticket Management - IT Helpdesk, IT Asset Allocation, Good Understanding of IT assets and their usages, Soft skills, Excel skills, Good Oral & Written communication (English & Marathi and Hindi), Flexible

**Work Experience:**

Good Knowledge of Asset Inventory,

Responsible for Desktop and laptop allocation.

Preparation weekly and Monthly Report.

Responsible for raising a ticket with vendor for Asset under warranty.

Tracking of vendor ticket.

Procurement of miscellaneous Asset and Tracking with Vendor (RAM/HDD/Adaptor/etc).

Responsible for disposal of IT Asset system,

Shifting activity planning as per project requirement,

Resolving the issues within SLA Time frame,

Laptop allocation to user as per as per details mention in IMAC form,

Tracking Laptop and system warranty period,

Tracking temporary allocation of Laptop,

Upgrading the system as per project requirement and tracking same,

**Academics:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Board/University** | **Stream** | **Result** | **Year of Passing.** |
| **MBA** | Sikkim Manipal University | HR | Pursuing. |  |
| **B.COM** | Pune University | Commerce | Second Class | 2010. |
| (**Elective Subjects:** Audit and Taxation & Banking**)** | | |
| **H.S.C** | Maharashtra State Board (PUNE) | Commerce | Second Class | 2005. |
| **S.S.C** | Maharashtra State Board (PUNE) | English Medium | Second Class | 2000. |

**Technical Skills:**

|  |  |
| --- | --- |
| *Certification:* | ITIL V3 Certification, ITAM |
| *Operating systems:* | Dos, Windows 98, Windows XP, Windows 10. |
| *Project Management Related*  *Software and Tools:* | MIS, MS Office 2000.  (In Change, Release, and Configuration management). |
| *Project Related Software:* | PC Engineering, MCSA, from CMS Computer Institute. |

# Extra Curricular Activities:

# Contributed for (Corporate Social Responsibility) CSR Activity (Koyna Reforestation – Tree

# Plantation) organised by KPIT Technologies in the year 2018-19.

* Team Building Games and Energised Activities for Kids, helping them learn how to play

with others through compromise, conflict resolution and sharing, Nurturing their creativity and imagination.

**Hobbies:** Reading, Music, and Travelling.

Mr. Asif Shaikh

**Mr. SHAIKH ASIF**

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**Mobile:** +91-9762112120 **Date of Birth:** 28th June 1982  
**GitHub:** <https://github.com/asif2806/idea> **IAM Membership ID:** 6142876  
**LinkedIn:** <https://www.linkedin.com/in/asif-shaikh-08401560/>

**Objective:**  
To be a highly dedicated and accomplished asset manager with an exceptional work ethic and customer service record. Seeking to contribute my skills and experience to an IT team for the overall success of the company.

### ****Job Profile:****

* **Capgemini Technology Services India Ltd** – Senior Consultant (1st April 2022 – Present)
* **Birlasoft Limited** – Asset Specialist (18th Aug 2021 – 25th March 2022)
* **KPIT Technologies (VDA Info Solutions PVT LTD Payroll)** – Asset Management Team Leader
* **Capgemini Technology Services India Ltd** – Senior Asset Executive
* **Geometric Software Solutions Ltd** – Asset Executive
* **EXL Service.com PVT LTD** – Asset Executive

### ****Work Experience – Details****

#### ****Capgemini Technology Services India Ltd****

**Position:** Senior Consultant (C1)  
**Period:** 1st April 2022 – Present  
**Responsibilities:**

* Working with BAYER as an Incident Manager, coordinating and monitoring daily activities in incident management.
* Responsible for Printer Configuration and CMDB updates for the Fresenius account.
* Managing printer inventory reports and coordinating vendor support for printer issues.

#### ****Birlasoft Limited****

**Position:** Asset Management Specialist (4C)  
**Period:** 18th Aug 2021 – 25th March 2022  
**Responsibilities:**

* Data migration in SNOW (ServiceNow) tool, ensuring asset compliance reports.
* Data sharing for audit purposes and monitoring global asset releases.

#### ****VDA Info Solutions PVT LTD****

**Position:** Asset Management Team Leader  
**Period:** 17th July 2018 – 31st July 2021  
**Responsibilities:**

* Managing software and hardware assets within the organization.
* Strategic planning, monitoring, and tracking hardware assets for compliance.

#### ****Capgemini Technology Services India Ltd****

**Position:** Senior Asset Executive  
**Period:** 4th April 2013 – 13th July 2018  
**Responsibilities:**

* Supervised IT infrastructure and team performance.
* Managed IT asset tracking, vendor coordination, and procurement reports.
* Ensured compliance with ITIL processes.

#### ****Geometric Software Solutions Ltd****

**Position:** Asset Executive  
**Period:** 10th April 2011 – 29th Feb 2013  
**Responsibilities:**

* IT asset tracking, vendor management, and procurement.
* Managed asset discovery, allocation, and warranty tracking.

#### ****EXL Service.com PVT LTD****

**Position:** Asset Engineer  
**Period:** 12th Dec 2009 – 31st March 2011  
**Responsibilities:**

* IT helpdesk, asset allocation, procurement, and vendor coordination.
* Managed inventory tracking and IT asset disposal.

### ****Academics****

| **Degree** | **Board/University** | **Stream** | **Result** | **Year of Passing** |
| --- | --- | --- | --- | --- |
| MBA | Sikkim Manipal University | HR | Pursuing | - |
| B.COM | Pune University | Commerce | Second Class | 2010 |
| H.S.C | Maharashtra State Board (PUNE) | Commerce | Second Class | 2005 |
| S.S.C | Maharashtra State Board (PUNE) | English Medium | Second Class | 2000 |

### ****Technical Skills****

**Certifications:**

* ITIL 4 Foundation, ITIL V3 Certification, ITAM, PMP

**Operating Systems:**

* DOS, Windows 98, Windows XP, Windows 10

**Software & Tools:**

* MIS, MS Office 2000, ServiceNow (SNOW), BMC Remedy
* Project management, Change, Release, and Configuration management tools

### ****Extra-Curricular Activities****

* Participated in **Corporate Social Responsibility (CSR) Activities**, including Koyna Reforestation (Tree Plantation) at KPIT Technologies (2018-19).
* Organized **team-building games and activities** for children to encourage creativity and social development.

### ****Hobbies****

* Reading, Music, and Traveling

**Mr. Asif Shaikh**