**CURRICULAM VITAE**

|  |  |
| --- | --- |
| **Krutika Vikrant Prasad**  **Email: kruttika.sangare23@gmail.com**  **Contact No: 9664701630** | **Babu Bagul Chawl 2/17, PP Dias Compound**  **Mogra Pada, Andheri East , Mumbai - 400069** |

**Asset Management Executive**

**(Over 6 years of experience in IT Asset Management & 3 Years of experience in Billing Profile; seeking challenging assignments)**

**Summary**

* A hard-working Professional who has completed B.com from Ghanshyamdas Saraf College.
* Endowed with a passion for winning as evinced through demonstrated excellence in the academic & extra-curricular areas.
* Keep learning constantly to acquire new skills.
* Team Player with strong analytical skills.

**Carrier History**

* **Current Organisation:-**
* Company name : HP India Pvt ltd **(Client –** DHL Express India Pvt Ltd**, Franchisee: Impact Infotech)**
* Job Type : Contract
* Designation : Asset Executive
* Duration : 13th Aug 2018 to till date
* Reports to : Programme Manager, Project Manager, Operational Manager.
* Based At : Andheri, Mumbai

**Job Responsibilities and Accountabilities:**

1. Maintaining the end user asset life cycle in servicenow
2. IMAC Updation
3. Maintaining the inventory of DC assets (Servers, Router, Switches, etc)
4. Ensure the DC asset lifecycle through change request
5. Coordinates with users from PAN India locations to generate PO’s, send PO to vendor, Follow-up with vendor for delivery.
6. Performing GRN, CGRN, Invoice submission with all supporting’s to FIN for payment.
7. Share discrepancy report with respective team if Assets are not reflecting in Altiris / AD console can be checked remotely or physically
8. Verify compliance at service now ITHAM (Asset management tool). Share discrepancy report with end user and DC team.
9. Periodic data upload in service now ITHAM tool (Asset management tool)
10. Responsible for Asset Tag allocations & managing IT Asset Capitalization report on monthly basis.
11. Following up with PAN INDIA engineers for EOL IT Assets details and sharing consolidated data with team for Scrapping and donation of materials.
12. FAR Reconciliation with the help of PAV
13. Physical Asset Verification once in a year.
14. Reviewing with vendors quarterly for pending payment and driving NDC.
15. Preparing Daily, Weekly & Monthly Reports of Opex, NDC, Rental, Scrap and donation and sharing reports to customer.

* Designation : Billing Executive
* Duration : 13th Aug 2018 to 30th Mar 2022
* Based At : Andheri, Mumbai

**Job Responsibilities and Accountabilities:**

1. Ensure approved vendor invoices are paid within agreed TAT (E.g., AMC, Telecom, etc.)
2. Process vendor payments in accordance with terms of rate contract
3. Creating Purchase orders (E.g., AMC, Cartridges, Data Cards)
4. Managing vendor contracts and negotiations for renewals
5. Checking of invoices with PO (purchase order) and material receipt confirmation.
6. Processing a high-volume invoices.
7. Invoice Verification and taking credit notes when applicable.
8. Doing Payments to vendors post monitoring, verifying federal id numbers, scheduling and preparing cheques, purchase order, contract, invoice, or payment discrepancies and documentation, issuing stop-payments or purchase order amendments

**Timely query resolution and review of the vendor payment with branch.**

* Co-ordination with vendors in reference to invoices to ensure timely payments.
* Co-ordination with branches effectively to fulfil discrepancies in vendors invoices.
* Sending mails of queries and follow-ups with the branches.
* Preparing/ sending monthly query report to branches for smooth payment process.
* Co-ordination with branches for advance/ settlement of invoices.
* Effective and smooth follow up with internal department for advance/ settlement of invoices.
* Co-ordinate with other departments with regards to account/administration matters.

**All statutory payments.**

* Review invoices and requisitions for satisfactory payment approval
* Obtain proper information and/or data regarding invoices payments

**MIS Part:**

* Preparing weekly / Monthly vendor payment reports
* MIS report for AMC
* Track expenses and process expense reports
* **Previous Organisation:-**
* Company name : Pricewater house coopers Pvt Ltd **(Client – Wipro, Franchisee: Ace Computers)**
* Job Type : Contract
* Designation : Asset Management executive
* Duration : 01st Oct 2017 to 10th Aug 2018
* Reports to : Programme Manager, Project Manager, Operational Manager.
* Based At : Goregaon, Mumbai

**Job Responsibilities and Accountabilities:**

1. Maintain Asset database of IT Assets & Update the system to track the Installation /Movements & additions of IT assets.
2. Maintain Data Inventory of all hardware Assets Giving Information like location, configuration Details, Serial Number, Asset Code, Warranty Details.
3. Taking follow up on new asset installation (IMAC) and project activities
4. Coordinated with vendors and resolved issues
5. Doing Physical Asset Verification of all IT Assets once in a quarter and reconcile Asset Register & FAR.
6. Allocating IT Assets (Desktop or Laptop) to users and updation of same on Asset tool.
7. Database Management.
8. Co-ordination with other location IT asset team for their requirements & other asset related issues.

**MIS Part:**

1. Preparing Weekly IMAC report.
2. Preparing Weekly IT Stock Report
3. Preparing Weekly Accessories report
4. Preparing monthly hardware inventory report.

* **Previous Organisation:-**
* Company name : **DHL Logistics & Supply chain management (Client – Wipro, Franchisee: Globtier)**
* Job Type : Contract
* Designation : Asset Management executive
* Duration : 01st July 2017 to 30th Oct 2017
* Reports to : Programme Manager, Project Manager, Operational Managers, Team leader
* Based At : Vikroli, Mumbai

**Job Responsibilities and Accountabilities:**

1.To follow IMAC process, get IMAC forms and update the asset register regularly.

1. Take Ownership for maintaining the asset register and conduct periodic check in the sanctity of the inventory data.
2. Warranty & AMC tracking for all hardware components & will notify the leadership team for any renewals required.
3. Keep a track of datacard users.
4. Publish weekly / monthly reports for inventory & movement / re-location.
5. Ensure buffer asset stock is maintained.
6. To carry out monthly asset reconciliation with the resident engineers and the finance team.
7. Follow up with vendors for timely delivery of the asset.
8. Sending assets to various locations as and when required.
9. Handle routine User Full & Final till clearance.
10. Co-ordination with other location IT asset team for their requirements & other asset related issues.

**MIS Part:**

1. Preparing Monthly IMAC report.

2) Preparing monthly Data card allocation report

3) Preparing monthly hardware inventory report.

* **Previous Organisation:-**
* Company name : **HCL InfoTech on HDFC LTD Site (Franchisee: IDC Technologies)**
* Job Type : Contract
* Designation : Asset Management executive
* Duration : 13th June 2016 to 13th May 2017
* Reports to : Team Leader, Operational Managers
* Based At : Churchgate, Mumbai

**Job Responsibilities and Accountabilities:**

1. Maintaining Inventory of all the newly delivered IT assets.
2. Verifying & maintaining the Inventory from vendor provided data and engineer data.
3. Coordinating with engineers for the new asset delivery, installation & allocation status.
4. Coordinating with engineers for all the new software installation.
5. Tagging the IT assets to individual users or branch in Asset Tool

(Desktop, Laptop, Router, Switch, Printer, Scanner, Server, Thin client)

1. Tracking of IMAC’s.
2. IMAC follow up & updating the same in main asset inventory data.
3. Responsible for getting IMAC of new installation, Movement / relocation,

change or addition of asset.

1. Hostname creation as per company standards.
2. Maintaining Asset tag labels for new assets & ensuring the same is pasted for all

Assets while deployment.

1. Responsible to approve the exit/transfer requests from asset end on daily basis.
2. Responsible to Maintain the IN/OUT register for assets movement And share the report of IN/OUT to management.
3. Collating scrap details from branches & updating the same to HDFC IT.
4. Generating MS-Office count of PAN India machines & updating the same to HDFC IT.
5. Handling periodical activities like, Asset disposal, Physical asset verification etc.
6. Updating the status in database for assets which are identified for disposal etc.
7. Maintaining AMC/warranty details.

**MIS Part:**

1. Preparing Monthly IMAC report.
2. Preparing Weekly Rental printer page count Report.
3. Maintaining Weekly Stock report.

* **Previous Organisation:-**
* Company name : **Wipro Ltd on HDFC BANK LTD Site (Franchisee: ITSource Tech)**
* Job Type : Contract
* Designation : Asset Management executive
* Key Responsibilities : I.T Asset Deployment
* Duration : 26th Nov 2013 to 08th June 2016
* Reports to : Team Leader, Managers
* Based At : Chandivali, Andheri (East), Mumbai

**Job Responsibilities and Accountabilities on HDFC Site:**

1. Updating I.T Assets Purchase Orders received from Procurement Team in Our Tool called Asset Soft and Generating Unique Asset Codes for the same.
2. Providing Asset Code to Field Team for installation process after Asset delivered to the user location on User generated Ticket/call id and add the Asset Code to Bank Domain database.
3. Logging calls for installation of assets for their owners.
4. Co-ordinating with Helpdesk team, Vendor Team, Vendors, Users through Emails for the Issue faced in installation process.
5. Solving the issues of users about installation of I.T assets.
6. Verifying the I.M.A.C reports which is field by Field Team after asset installation and process that Asset for Uploading in HDFC Bank USD Portal.
7. Sending Tagging emails to respective users.
8. Clearing Payment Issue of Vendor by providing those Asset codes & Installation date for the installed asset. Co-ordinating with vendor for POD Copy, etc.
9. Ensure inventory of all the assets with User details for all the assets that are allocated are

updated in Bank tool on regular basis.

1. Ensure all mails and queries w. r. t. to Assets are replied with and tasks are tracked till closure.
2. Resolving customer queries, requests and complaints from customers on calls and Coordinating with the vendor as well regional team member for the closure of ticket.
3. Overall vendor management, communication and interaction.
4. Escalating major issue to vendor, senior management as well as customer as and when required.
5. Other duties as assigned by manager.

**MIS Part:**

1. Preparing New Branch Procured Asset report.
2. Sending reports to our superiors.

**Key competencies and skills**

1. Vendor co-ordination.
2. Handling installation process.
3. Preparing reports.

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **DEGREE** | **Board/University** | **School/College** | **Class** |
| 1 | T.Y.B.Com (2012) | Mumbai university | Ghanshyamdas saraf college of Commerce | First |
| 2 | HSC (2009) | Maharashtra Board | Maniben Nanavati Women’s college of Commerce | First |
| 3 | SSC (2007) | Maharashtra Board | Arvind gandhbir high school | First |

**Strength**

Honest, dedicated, friendly, hardworking with ability to work independently, committed to job assigned and can work under pressure.

**Personal Particulars**

* Date of Birth : 2nd July 1991
* Marital Status : Married
* Father’s Name : Krishna sangare
* Languages Known : Marathi, Hindi and English
* Location preference : Mumbai.

**Other Curricular Activities**

* Actively participated in cultural events and tournaments during my school and college days.
* Contributed in different Social activities like Tree Plantation, Aids awareness, trained a group of people on disaster management.

**Computer skills**

* Advanced Excel from St. Angelo’s Computer Education.
* Ms-Office (Ms Office Word, Ms excel, Ms Power point, Ms Office Access).

Windows (OS Xp, Vista, 7, 8).

* Have done Diploma in Office Automation, Computer fundamental, windows, Page Maker, CorelDraw, Photoshop, Tally 9.0 Advance

**Declaration**

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Date:

Place: Mumbai

**(Kruttika K. Sangare)**