Vinit Sharma

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Summary

- Qualified IT professional with variety of software, hardware, and networking knowledge.
- Exceptional teamwork and leadership skills.
- Efficient troubleshooter with commitment to lifetime learning.
- Highly talented IT professional with successful track record in database management. Ability to perform in a fast paced environment and meet stringent deadlines.
- An accomplished Information Services professional with extensive experience in bringing hi-end technology to corporate clients. Distinguished ability to conduct accurate needs analysis, problem solver, assess technical capabilities, build and motivate teams, conduct strategic planning and manage projects.
- Extensive experience working with all aspects of in-house developed system.
- Polished managerial skills, with ability to motivate teams to increase productivity.
- Expertise in full project life cycle development for implementation and integration.
- Deep understanding of technology with focus on delivering business solutions.

Experience Synopsis

1. **Organization Name: Dallas Consultant**

   Address: Dallas Consulting, 101/205, Swastik Plaza, Near TCS Ltd, Pokhran Road No. 2, Thane West, 400601 Tel: +91 22 40927563 | 40927564 | 56737965

   Designation: Programmer Period: July 2005 to October 2007

2. **Organization Name: MT Educare Limited**

   Address: 220, Neptune Flying Colors, Off LBS Marg, Near Mulund Check Naka Bus Depot, Mulund West, Mumbai – 400080 Tel: +91 22 25937800 Visit us at http://www.mteducare.com

   Designation: Deputy Manager – IT | Employment Period: November 2007 till date.

Responsibilities:

Information Systems
- Provide technical support to customers
- Responsible for migrating software applications to new interface and troubleshoot compatibility problems
- Responsible for managing multiple aspects of database analysis and database administration
- Coordinated with cross functional teams to accomplish several DB projects within timelines
- Project lead for all assigned projects, model generation and implementation programs.
- Experienced software development project manager skilled in gathering and documenting requirements, developing project plans, managing and tracking project execution, designing prototypes and assisting with usability testing, developing and executing test scenarios, complying with regulatory requirements including the FDA and CE Marking, releasing products to production, and maintaining product releases. Proven ability to draw upon experience gained in the medical device industry to utilize formal software development methodologies and best practices.
- Experience serving as a client side main point of contact regarding needs definition, project status and issue resolution. Skilled in communicating with internal departments and senior management, assisting sales with site visits and product demonstrations, and managing customer expectations. Possess a track record of success in generating revenue, meeting project milestones, and developing long-term relationships with clients. Experience
- Responsible for gathering business requirements, writing technical specifications, scoping releases, managing development and release cycles, and coordinating releases with other departments such as Marketing and Quality Assurance.
- Wrote project status reports, developed project plans, led product demonstrations, and presented design proposals both internally and to customers.
- Project Manager for College Management System, implementation , development and Go Live at Mangalore.

Infrastructure Management

- Differentiate between various types of hardware.
- Set up and configure software and all the versions of Microsoft Windows.
- Build and maintain a computer.
- Troubleshoot software and hardware problems.
- Find out network hardware devices and cabling and their working.
- Implement IP schemes and administer groups.
- Maintain a secure network and implement network topologies.

Communications

- Demonstrated skills to answer technical questions with different degrees of computer skills.
- Willingness to learn new things and work well with others.
- Good presentation skills.
- Demonstrated leadership skills in a team environment.

Projects / Operations managed:

1. SAP ECC 6.0 (EHP 5) - Implementation for back office corporate financial systems

- Materials Management (Inventory & Procurement)
- Sales & Distribution
- Finance & Controlling
- Bank Reconciliation System for cheque deposits
- Interface between Core business application and SAP (Masters, Transactions and BRS posting from Citibank System to SAP)

2. Core Business Application (across 250+ centres)

Modules (for centre and back office operations)

Fee & Admission

- Contact (Primary & Secondary)
- Lead
- Opportunity
- Order Booking (linked to workflow system for approvals of discounts, concessions & waivers)
- Order to Account creation (enrollments / admissions)
- Centre related events like Subject add/remove/change, Stream change, Pay Plan change, Centre transfers, Additional discounts, Cancellations, Refund &, Cheque Deposits and auto BRS posting)
- Cheque warehousing system
- Admission, Fee and Collection Dashboards and linking to SAP.

Time Table Manager

- Lecture planning & scheduling
- Time & Attendance for staff, faculty and students
- Integrating staff and faculty attendance with HRMS (HR Align)
- Lecture closures
- Integration of Faculty Payments from HRMS to SAP

Test Series Manager

- Test planning and scheduling (Theory and MCQ based)
- Test attendance
- Student performance assessments
- Faculty Performance assessments
- Test Closures
- Integrating Paper Corrector and supervision expenses (towards tests) to SAP.

3. MIS & Reporting Portal

Over 100 reporting structures towards…

- Enquiries (counts, detailed, comparisons etc)
- Admissions (counts, detailed, comparisons etc)
- Analysis (conversion - centre wise, zone wise, residential area wise), lost enquiries – centre, zone, residential area wise (with reasons)
- Fee & collection reports (includes overdue, outstanding, cheque statuses etc)

- Lecture scheduling, conduction & closures, cancellations, deviations (centre, batch, subject, faculty wise)
- Attendance Summary (Students, staff, and faculty)
- Faculty time sheets and payments
- Test scheduling, conduction & closures, cancellations, deviations
- Test attendance for students
- Performance assessments (student and faculty)
- Paper corrector and supervision details and payments

4. Business Systems

- Content Repository System (which consists of various content types such as notes (.pdf), test papers (.pdf), animations (.mp4), recorded lecture modules (.mp4), documentaries (.mp4)
- Real time lecture recording and content access system.
- Question Paper Generator and test assessments (practice and tests)

5. Other allied systems

- Workflow & Approval Management System (InteGREAT) linked with core business application.
- HRMS (HR Align) – OTS Product customized for HR operations.
- Corporate Intranet (now integrated with HR Align)
- Petty Cash System (linked to InteGREAT)
- Online Helpdesk System (for Projects and IT)

6. Systems Integration

- SAP and Edumate
- Citibank System for BRS
- Citipay for RTGS and NEFT transfers
- RFID machines across all centres and CO (time and attendance system)
- OMR scanning devices for MCQ based test series
- Payment Gateway integration with ICICI Merchant Services
- Integration with SMS API
- Integration with Email for dashboard & operational reporting

Education:

- Graduation : Bachelor of Science (Computer Science), Rizvi College, Bandra

- Higher Secondary : HSC, Rizvi College of Arts, Science and Commerce, Bandra, Mumbai.

- Secondary : SSC, St. Andrews High School, Bandra, Mumbai.

Personal Data and Other Information
Age: 30

Hobbies: Spending time with family and listening to music
Interest: Teaching

Current CTC: 7.22 lacs per annum
Notice Period: One Month
Place: Mumbai | Date: Sept 05, 2014

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