

Deepak Sharma

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Cell: +91 9958 832226
Date of birth : 17th March 1980

EXPERIENCE & QUALIFICATIONS

A graduation degree

MBA from Sikkim Manipal University in 2007

20 years' experience in a people management role responsible for multiple functions – such as, office management, facilities, risk, knowledge management in a multinational environment

Excellent oral and written English language communication skills and presenting information

Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)

SELECTED EMPLOYMENT

Infogix International Private Limited
Manager Administration and Procurement

November 2014 – December 2021
7 Years

General Administration

- Oversee the office and WFH operations including office and facilities management, purchase order & invoice management, ordering supplies, managing local/global deliveries, and more.
- Managing the petty cash operations.
- Providing support for planning and execution of team meetings and events.
- Partner with the HR team for planning and executing employee well-being activities such as team building, offsites, etc.
- Collaborate with global teams on cross-company projects and assignments.
- Support business travel, visitors travel arrangements, meetings logistics, etc.

Purchasing and Procurement

- Responsible for managing end-to-end procurement process.
- Sourced vendors, build relationships and negotiated prices.
- Developed productive relationships with key account holders.
- Negotiated and finalized contracts.

Liaison

- Custom Department for import related issues
- Other government departments like GST, PF and etc. for statutory requirements.
- Liaison with property owner on all day-to-day requirements

New Office Setup

- As heading facilities department, was responsible for identifying suitable offices in Gurugram and Bengaluru.
- Preparation of property evaluation reports.
- Negotiated purchase agreements with brokers and landowners.

AIRCOM International (India) Pvt. Limited
Manager Administration

April 2008 – October 2014
6.5 Years

General Administration

- Managing entire office administration/operation upkeep. Upkeep of the housekeeping staff/security guards.
- Coordinating with the vendor for the cab facility for employees for smooth and timely service on regular intervals.
- Petty cash handling for purchasing of small items as well wears & tears. Purchasing and Procurement
- Prepares purchase requisitions, approves and issues purchase orders in accordance with company policy and negotiated terms and conditions.
- Maintains procurement files.
- Tracks purchasing activity and measurements.
- To purchase Air/Train tickets in timely and cost-effective way.
- Ensures supplier compliance with site and company requirements for safety.

New Office Setup

- Identified office space.
- Negotiated the cost per square feet fully furnished office.
- With saving of INR 2cr CAPEX cost in 2011.
- Prepared lease agreement with landowners.

Reliance Industries Limited

January 2002 – April 2008
6 Years

Assistant Manager Administration and Protocol Officer to Chairman

- Maintenance and upkeep of the facility at the offices.
- Interface with premises services providers on regular basis (Housekeeping, Pantry, Security, Front Desk, IT Help Desk, Dispatch, Pest Control and Horticulture).
- Travel Management (Ticketing, Transportation - car hire services & coordination of pool vehicle, defining processes and procedures for the vendors and their drivers, looking after the compliance issues, Audit of logbook entries, regular monitoring and controlling of Cost.)
- Handling requirements of Expats-Housing and all domestic activities/relocation
- Responsible for facilitation for all essentials for the chairman's office such as traveling and ticketing arrangements, transportation and stay arrangement, arrangements for meetings, conferences, appointments and events in coordination with Delhi Circle Admin team and Chairman's Office at DAKC.
- Ensuring flight schedules, pick up / drop, smooth check in / check out from the Airport.

Awards

Best Contributor Award
Q3, 2015

Beyond the Call of Duty
Q4, 2019