# Curriculum Vitae (CV)

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| **Sr. No** | **Particulars** | | | **Description** |
| **1** | **Name of the Applicant (in BLOCL LETTER)** | | | MANMEET SHARMA |
| **2** | **Current Position** | | | Sr. Business Analyst/ Consultant (for online Procurement) |
| **3** | **Name of Current Employer** | | | “Nextenders (India) Pvt. Ltd.” - Consortium Partner of Intellect Design Arena for GeM Project |
| **4** | **Total Number of Years with the Current Employer** | | | 10 Years 6 Months |
| **5** | **Total Working Experience (in Years)** | | | 13 Years 6 Months |
| **6** | **Experience in yrs. (Provide details regarding name of organizations worked for, Designation, responsibilities, tenure etc.)** | | | |
| **7** | **Name of Employer** | **From** | **To** | **Designation/ Responsibilities** |
| **7.1** | Nextenders (India) Pvt. Ltd. | August, 2008 | Till Now | 1. **Government e-Marketplace (GEM) – Sr. Business Analyst/ Consultant (August 2018 till date)**   Responsible for consultancy and assisting client (GeM SPV) in reviewing/adding various Services needed to be listed or to be launch at GEM portal through: -   * Liasoning between Buyer department & GeM SPV, * Consultative Committee Meeting for collating information and freezing requirements for the respective services to be made available for eProcurement at GeM Portal. * Assists in enhancement requirements and change requests, * Architecting appropriate solutions and ensuring that bug-free Service modules is delivered, tested and implemented at GEM Portal. * Documenting user feedback, Business Requirement Document, * providing timely reports on the status of the activities * Providing necessary inputs after analyzing the adopted and upcoming process -flow of the GEM Portal in compliance to CVC guidelines, IT Act/Legal and AG Audit guidelines, * Preparation of Service Level Agreement in consultation with legal & GeM SPV team.   ***Achievements: -***  Contributed in successful launching of the following services for GeM Project:   * Prepared & submitted analysis report on CAG/Legal compliance of GeM Portal; * Data & Voice Service (SIM); * Content Delivery Service; * Webcasting Service; * Printing Service for Diaries & Calendars; * Mission Sahyog (L0 Support)   Also, provided consultancy in reviewing & drafting the General Terms & Conditions & SLAs for Professional Services, Long Term Vehicle Hiring, Short Term Vehicle Hiring, Health Kiosk and Manpower Outsourcing etc.   1. **Philippines Government EGPS – Project Application Implementation Manager (Feb 2018 upto June 2018):**   As an Application Implementation Manager based in Philippines. I was responsible for providing training to the Functional Team, designing and executing periodic User Acceptance Tests, documenting user feedback, preparing of master data, assisting the implementation team in configuring the system and conducting training and workshops, providing timely reports on the status of the activities, providing support to the Helpdesk Support Team appointed by PhilGEPS.  In addition to ensuring trouble-free operation, maintenance and updates of the system installed at PhilGEPS, the role will also include identifying and documenting client enhancement requirements and change requests, architecting appropriate solutions and ensuring that bug-free software is delivered, tested and implemented at client site by our in-house and/or outsourced teams as appropriate.  Also, will be responsible for the design and successful implementation of the Knowledge Transfer plan in respect of eProcurement software to in-house development team, ensuring that clear, complete and usable documentation is provided to our team.   1. **Project Manager - Implementation & Business Development (State-wide Implementation of eProcurement System in Govt. of Haryana including individual client in North India)**   Implementation and maintenance of customized end to end eProcurement solution in all departments / corporations / boards / agencies under the state govt. of Haryana with the functionality of centralized supplier registration, indent management, e-Tendering, eAuction, Contract management, Catalogue management, e-Payments, Accounting & MIS modules.  Analysed the efficiency of current projects and made recommendations when necessary. Also, conducted training sessions for govt. officials as well as vendors. State-wide Single eProcurement Portal of Govt. of Haryana – Went live in May 2014 and has covered 89 departments/boards/corporations/federations/State Owned PSUs till now.   * e-bidding/e-Auction (Reverse & Forward) Floated is 100,000+ (which includes 9000 plus eAuction events) with tender approximate Value of more than ₹ 50,000 crores. Contractors registered are 50,000+ and more than 2500 users trained. Implementing eProcurement system successfully in the state has helped the government greater transparency with secure tamper-proof bid submission transactions earning laurels, awards / recognition from everyone. * Led the implementation and training of eProcurement system (EPS) across various clients like Haryana PWD (B&R), Housing Board Haryana, Haryana Police Housing Corporation, Haryana State Agricultural and Marketing Board, Municipal Corporation of Gurgaon, Haryana Urban Development Authority, Haryana Public Health Engineering Department etc.   Consultant with an understanding of all phases of SDLC, specifically focusing on translating business requirements into viable technical solutions.   * Excellent writing skills with hands on experience creating Business Requirements, Functional Specifications. * Experienced and trained e-Governance (eProcurement) specialist with good knowledge & experience creating DPR, RFP, EOI and RFQ etc. * Proven ability to coordinate medium sized project from initial conceptualization through implementation. * Experience working in Service Oriented Architecture. * As a Consultant to various clients for procurement activities, interact with top level management and key decision makers of the department and help in Implementation of Electronic Procurement System. * Experience leading medium sized Teams spread across multiple locations * Dynamic team player who is consistently motivated toward success and completion of projects with an ability to work independently. * Prepared detailed status reports on all ongoing projects. * Evaluated existed processes and prepared efficiency reports. * Business advisory & consulting services, program management, product & services delivery & management, requirements analysis, application management and support, impact & gap analysis, project implementation in Government domain. * Client Management. * Managing the scope of work. * Managing and Monitoring the Implementation Unit. * Business Development. * Coordinated with all relevant parties to ensure seamless project completion. * Monitored process and maintained integrity of all financial applications. * Managed month closing process for all finances and ensured accuracy of data. * Maintained system enhancements and ensured compliance to all business objectives. * Analyzed existing programs and recommended required changes on same. * Provided support to various business processes. * Performed internal audits and maintained compliance to various organization policies.   **Major Clients Handled: -**   1. Government of Haryana Statewide Implementation of eProcurement System with 103 Numbers of various Departments/Boards/Corporations/Federations/State Owned PSUs of State Govt of Haryana on- boarded at Single eProcurement Portal implemented by Nextenders (India) Pvt. Ltd. 2. The Institute of Company Secretaries of India 3. Punjab Urban Development Authority 4. [Housing & Urban Development Corporation](http://www.moneycontrol.com/india/stockpricequote/construction-contracting-real-estate/housingurbandevelopmentcorporation/HUD) 5. SPVs (Special Purpose Vehicles) Haryana Clusters |
| **7.2** | HBL Global Pvt. Ltd. | 2007 | 2008 | **Tele Sales Supervisor CVM (Customer Value Management)**   * Lead a team of Phone Banking agents consist of 9 tele-callers (1-Ludhiana,1-Patiala and 1-Jallandhar) and 6 FOS - Train & retain Phone Banking agents. * To supervise & lead a team/ stimulate exemplary performance from team members. * Ensure delivery of competent and consistent customer service, monitor Quality of calls/Service standards and analyze results. * Revenue generation through cross selling of the 15 bank products. * Manage the day to day operations of the unit as per defined processes and ensure compliance to audit guidelines.   Acquiring knowledge of Branch and Operations functions, as well as knowledge of products and systems also includes coordinating with IT branch and other sections of the Bank to ensure timely resolution of issues. |
| **7.3** | HSBC Global Payments Pvt. Ltd. | 2007 | 2007 | **Sales Officer**   * To acquire and explore new merchants for the banking products (EDC Terminals/Swipe machine, CA/SA, Business Loans/Personal Loans) and to retain long term relationship with the merchants (new/old). * Providing post-sales services to the new merchants as well as the old clients and impart training to the staff of clients for the smooth functioning of POS. * Maintain higher degree of merchants’ market for HSBC EDC terminals and branding at their retail outlets.   Keep a high touch point with the merchant if the deal was not closed. |
| **7.4** | V5 Global Pvt. Ltd. | 2006 | 2007 | **Marketing Officer**   * Maintain higher level of vendor market for AMD chipset/ products and branding at retail outlet. * Capture consumer data and provide regular feedback to project Manager. * Convert the walk in Customers to buy AMD machines. * Keep a high touch-point with customer once he has left in case if the deal was not closed. * Impart sales training to the employees of the retail store |
| **7.5** | TATA Motors Dealership – Satluj Motors | 2005 | 2006 | * Sales Executive * Interacted with clients and utilized excellent organizational skills to arrange and coordinate special events that include Sales as well as everyday planning. * Delivered excellent customer service and conducted various sales promotions activity. * Proved multi-tasking abilities by scheduling and supervising showroom staff, consisting of field sales executives and receptionist. * Served as team leader to lead field executives of the dealer in an administrative assistant capacity. |
| **8.** | **Educational Background, Training Certification including institutions, specialization areas etc.** | | | |
| **#** | **Degree** | **Year of Award of Degree** | | **University** |
| **8.1** | MBA (Marketing & Finance) | 2005 | | Sikkim Manipal University |
| **8,2** | B. Com | 2002 | | Sambalpur University |
| **9** | **Contact Details**  **Mr. Manmeet Sharma**  Current Location – Delhi  Mobile No. - +91-9815034028  Email ID – [manmit.79@gmail.com](mailto:manmit.79@gmail.com) | | | |

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