

SHARDA
A-5 Milan Vihar Ph-2
Abhay Khand
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Personal Profile:

Intend to build a career with leading corporate of Hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work in a challenging and creative environment where my potential will be fully utilized.

Academic qualification:

- 10TH from C.B.S.E - 1999.
- 12TH from C.B.S.E - 2001.
- B.A. (Pass) from Delhi University – 2004.
- M.A. From C.C.S University. 2009

Technical Qualification:

- One year Computer course from ET&T institute.
- Course content-ms office, (MS WORD, MS EXCEL ,POWER POINT, MS DOS, INTERNET, MS PAINT,)
- Operating System : Win98. Win Xp, Server Win2000, Server Win 2003, ,
Win Vista Windows 10, Oracle Erp. Ebiz, Advance Excel.

WORKING EXPERIENCE:

- 1. Company:** Presently working with **Secure Energy Services Ltd** a part of the **Secure Meters Limited**.
(Leading manufacturer of energy meter in India and worldwide)Secure Energy Services provides services and consultancy to power utilities. It provides end to end solution to state electricity board as well as in public and private electricity Utilities.

Designation : Associate in Service Operation

Period : Oct2013 to till date.

JOB PROFILE:- Regional Project Coordinator-North & West

1. Collect & Compile daily reports from projects team prepare MIS and circulate to senior management for all India service project.
2. Coordinate with all Projects Managers prepare monthly & weekly project review report, 1-page dashboard, and Service score card data, update with their risk & mitigation for all North Region & West Region projects.
3. Inviting quotation from Vendors as per requirement and follow-ups. Process template of vendor and get registrations in Ebiz. Coordinate with site office for vendor's documents & quotations.
4. Internal follow-up with team-Logistics/Purchase/Finance for Invoice booking and for Vendor payment.
5. Raising Purchase request for all Projects as per budget and do follow-up with purchase dep't

- regarding Purchase orders, and material procurement for site office.
6. Create GRN for Vendor invoice material in ERP (Oracle) for all vendors invoice and process it for payment process with A/C department.
 7. Prepare MIS/Project Outstanding /Sales Plan/Collection report, Sale accrual sheet. And forward to senior management.
 8. Generate Service request for faulty modem/meter/accucheck.in ERP (Oracle) also update IMS in system.
 9. Generate all North projects internal invoices in Oracle ERP.Same need to process in Account department.
 10. Collect & compile all North projects Customer invoice instruction .Coordinate with Marketing Department for approval and process it for final invoice.
 11. Create Jira for North region issues.
 12. Collect & Compile Sales plan with project team prepare sales plan MIS for running projects and Ob project forecast for North & West.
 13. Check and validate all Cash Expenses Report/Vendors Bills for All Site Office and same need to submit in Accounts Department
 14. Follow-up with North projects team. Planning team ,Management and Purchase Dep't, regarding all Projects related reports there invoices, budget, there vendors P.Os, there Sales & Collection.
 15. Collect & compile and maintain all document like: Project Service Readiness checklist. Project closure checklist. Contractor performance evaluation sheet quarterly basis for North project for audit purpose

2. Company : Worked with Pacetel Communication Pvt Ltd (A leading company service Industry deal with **SONY ERICSSON, HUAWEI,SAGEM, LAVA LEMON, Fly LG, PACETEL**)

Designation : Sr. Coordinator Operations
Period : Sep 2009 to July 2013.

JOB PROFILE:-

- 1 Taking care of Sony Ericsson Project. Coordinate With All ASP's regarding pendency, partrequirement. Escalation.
- 2 Making Part and swap plan for all location in all over India.
- 3 Co-Ordination with Management, logistics & engg.
- 4 Generating Indent, P.O. & uploading the data.
- 5 Uploading the claims Data of All Brand.(RELAINCE,MTS,TATA).
- 6 Take follow-ups from the engg ,venders & ASP
- 7 Maintain & Update MIS on daily basis.
- 8 Sending all report to respective principle. And Field Supervisor.
- 9 Preparing Sale MIS.
- 10 Daily and Monthly Report generation MIS

3. Company: RT Outsourcing Services Ltd (A leading company in service Industry deal with repairing of **HTC, TOSHIBA, HUAWEI, MICROMAX,HP PRINTERS**)

Designation : L-3. Coordinator
Period : Sep 2007 to July 2009

JOB PROFILE:-

- 1 To check calls logged by call centre through e-mail & web tool.
- 2 Assign and schedule call to Engineer as per SLA.
- 3 Co-Ordinate & follow-ups with engineers for call updates.
- 4 Get part issued from logistics.
- 5 Updating and sending reports to principle.
- 6 Co-Ordination with logistics.
- 7 Monthly reports generation.
- 8 Dispatching & receiving courier.

PERSONAL APPRAISAL:

- Self-motivated with good communications skills.
- Punctual & able to adapt to different environments & systems.
- Ability to grasp any work quickly.

Personal Details:

Husband's Name	:	Mr. Ishwar Singh.
Date of Birth	:	5 TH Feb, 1984
Marital Status	:	Married
Languages Known	:	English, Hindi
Nationality	:	Indian

Hobbies:

Listening Song, Reading, Dancing, Cooking

Declaration:

I hereby declare that the above information and details are true and correct to the best of my knowledge and belief.

(SHARDA)