

Sanjay Sharma

II Manager Purchase, Strategic Planning, Stores, Inventory, Warehouse & Supply Chain Management II

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Professional Summary

Seasoned Procurement Specialist with over 16 years of experience in optimizing purchasing functions, enhancing operational efficiencies, and implementing cost-saving strategies. Expert in managing vendor relationships, leading cross-functional teams, and ensuring strict compliance with organizational policies. Proven ability to drive productivity improvements, reduces expenses, and create a positive workplace culture. Eager to leverage a robust background in procurement to contribute to the growth and success of a dynamic organization.

Key Skills

Purchase Management I Facility Management I Administration I IQAC /NBA/ NABH/JCI Accreditations I Supply Chain I Inventory Management I Stores – Assets Procurement I Healthcare Management I Quality I Operations I University Non-Academic I General Administration & Maintenance I RCI Registered Special Educator I Event, Guest-house, Hostel Coordination I Computer Skilled – Proficient in MS Office (Word, Excel, PPT) Google Sheets I OS- Windows / macOS I Software ERP – SAP, Oracle, BUSY, LSR, TP-POS etc. I Petty Cash, Budgeting & Financial Management I

Professional Experience

HCG Enterprises Ltd. – Jaipur, Rajasthan

Head – Purchase [Sep/2024] – [Present]

- **Procurement Oversight:** Supervised the procurement process, covering requisition, budgeting, approvals, quotations, comparison data, negotiations, creation of purchase and work orders, and GRN till payment processing.
- **Office Operations:** Oversee day-to-day office operations, including facilities management, maintenance, security, and procurement. Develop and implement policies and procedures to optimize efficiency and productivity.
- **Team Management:** Lead and manage the administrative team, including front office, office assistants and other support staff. Provide guidance, mentorship and support to ensure team effectiveness and cohesion.
- **Vendor Management:** Manage relationships with external vendors, suppliers, and service providers. Negotiate contracts and agreements to ensure cost-effectiveness and quality of services.
- **Budgeting and Financial Management:** Prepare and manage the administrative budget, ensuring prudent allocation of resources and adherence to financial guidelines. Monitor expenses and identify opportunities for cost savings.
- **Compliance and Regulatory Affairs:** Ensure compliance with all relevant laws, regulations, and company policies. Stay updated on changes in regulations and implement necessary measures to maintain compliance.
- **Event Planning and Coordination:** Plan and coordinate company events, meetings, conferences, and other gatherings. Manage logistics, including venue selection, catering, transportation, and accommodations.
- **Records Management:** Develop and maintain efficient systems for document management, filing, and record-keeping. Ensure confidentiality and security of sensitive information.
- **Communication and Coordination:** Serve as a central point of contact for internal and external stakeholders. Facilitate communication between departments and ensure timely dissemination of information.
- **Technical Skills:** Proficient in strategic planning and decision-making. Experienced with various software including MIS, asset management systems, SAP, Busy, and Coll poll. Skilled in MIS reporting and data analysis.
- **Purchase Policy Development:** Developed and implemented purchase policies and procedures to enhance efficiency and streamline processes.
- **Cross-Departmental Collaboration:** Worked with interdepartmental stakeholders to identify and address needs for equipment, materials, and products, including acceptable substitutions.
- **Accreditations and Quality Certifications:** Played a crucial role in achieving and maintaining various accreditations and quality certifications, including IQAC, NBA, and NAAC.
- **Assets and Inventory Management:** Managed assets and inventory, including record keeping and obtaining approvals from the Purchase Committee and Discard Committee.
- **Physical Verification and Audits:** Conducted physical verification and audits of assets and inventory.

- **Procurement Oversight:** Supervised the procurement process, covering requisition, budgeting, approvals, quotations, comparison data, negotiations, creation of purchase and work orders, and GRN till payment processing.

IIHMR University – Jaipur, Rajasthan

Assistant Manager –Purchase and Administration [Sep/2022] – [Aug/2024]

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Lifecraft Healthcare I TATA 1mg I Fortis Hospital – Jaipur

Manager – Purchase and Stores [Apr/2019] – [Sep/2022]

- **Team Management:** Lead and manage the operation team, including front office, office assistants and other support staff. Provide guidance, mentorship and support to ensure team effectiveness and cohesion.
- **Vendor Management:** Manage relationships with external vendors, suppliers, and service providers. Negotiate contracts and agreements to ensure cost-effectiveness and quality of services.
- **Compliance and Regulatory Affairs:** Ensure compliance with all relevant laws, regulations, and company policies. Stay updated on changes in regulations and implement necessary measures to maintain compliance.
- **Administrative Support:** Assisted with daily administrative tasks, including scheduling, correspondence, and office maintenance.
- **Cross-Department Coordination:** Collaborated with various departments to align administrative support with organizational objectives.
- **MOM / Documentation:** Prepared and processed reports, memos, and other documents as requested by senior management.
- **Accreditations and Quality Certifications:** Contributed significantly to achieving and maintaining accreditations and quality certifications, including NABH and JCI.

Eternal Heart Care Centre and Research Institute Pvt. Ltd. – Jaipur

Sr. Executive– Purchase and Operations [Jun/2018] – [Apr/2019]

- **Administrative Support:** Delivered comprehensive administrative support to GM Operations, including managing calendars and coordinating meetings.
- **Confidential Information Management:** Handled sensitive information with discretion and maintained accurate data.
- **TPA and BSBY Operations:** Assisted with TPA operations, BSBY operations, including approvals, authorizations, and claim processing through MIS software.
- **Standard Operating Procedure:** Developed a standard operating procedure for administrative tasks, resulting in improved consistency and efficiency.
- **Enhanced Communication:** Improved communication channels between departments and stakeholders.

Global Heart & General Hospital – Jaipur

Manager – Purchase and Store [Dec/2017] – [May/2018]

- **Purchase Management:** Delivered comprehensive purchase support to senior executives, including managing calendars and coordinating meetings.
- **TPA and BSBY Operations:** Assisted with TPA operations, BSBY operations, including approvals, authorizations, and claim processing through MIS software.

GULMOHAR LANE [ASHL Pvt. Ltd.] – Sitapura Industrial Area, Jaipur

Assistant Manager - Purchase and Inventory – E-Commerce Manufacturing Company [Sep/2016] – [Nov/2017]

- **Inventory Planning and Control:** Demand forecasting, analyze historical sales data and market trends to forecast inventory needs accurately.
- **Order Management: Replenishment Orders:** Place orders for raw materials, components, and finished goods based on production schedules and inventory levels.
- **Supplier Coordination:** Communicate with suppliers to negotiate terms, track shipments, and resolve any issues related to Purchase orders or Work Orders
- **Inventory Tracking: Stock Audits:** Conduct regular physical inventory counts and reconcile discrepancies with inventory records.
- **System Management:** Utilize inventory management software BUSY to track inventory levels, manage stock movements, and generate reports.
- **Warehouse Management: Storage Organization:** Oversee the organization and layout of the warehouse to ensure efficient storage and retrieval of materials.
- **Safety and Compliance:** Ensure that inventory handling and storage practices comply with safety regulations and company policies.
- **Quality Control: Inspection:** Ensure that incoming materials and finished products meet quality standards before being accepted into inventory.
- **Returns and Defects:** Manage returns of defective items and ensure proper documentation and processing.
- **Inventory Reports:** Prepare regular reports on inventory levels, turnover rates, and stock movements for MIS review.
- **Performance Metrics:** Analyze key performance indicators (KPIs) such as inventory turnover, order accuracy, and carrying costs to identify areas for improvement.
- **Cost Management: Budget Adherence:** Manage inventory costs within budget, including procurement costs, storage costs, and carrying costs, Identify opportunities for cost savings through process improvements and strategic sourcing.
- **Continuous Improvement:** Continuously assess and refine inventory management practices to align with industry best practices and company goals.

VENETA CUCINE - Italy [CC INDIA Pvt. Ltd.] – Bangalore / Jaipur

Administration, Facility, Purchase and Inventory Officer [Jan/2011] – [May/2016]

- **Oversaw Veneta Cucine's (Global Italian Luxury Brand) Display Center and Office Administration, Purchase & Inventory Management** at C-Scheme, Jaipur. Managed VIP and High Net Worth Individual (HNI) Clients.
- **Successfully executed prestigious project installations**, including the Hon'ble Former Chief Minister of Rajasthan, Mrs. Vasundhara Raje's residence in Civil Lines, as well as other significant installations within the state.
- **Administrative Duties:** Acted as the head office representative, maintained Attendance records and employee relations, leave and absentee records, preparing reports and MIS data, and handling various administrative tasks.
- **Warehouse Management:** Managed warehouse operations, including maintaining Goods Receipt Notes (GRN), Stock Transfer Receipts (STR), transport arrangements, preparing Bills of Quantities (BOQ) and GST invoices.
- **Travel and Logistics Management:** Organized tours and travel for management and directors, including flights bookings, web check-ins, hotel bookings, , accommodations, and transportation. and meeting schedules.

- **Executive Assistant:** Efficiently manage the executive's calendar, including scheduling meetings, appointments, and travel arrangements.
- **Communication, Correspondence and Meeting Coordination and Support:** Organize and coordinate meetings, including preparation of agendas, taking minutes, and following up on action items. Draft, review, and distribute internal and external communications as needed.
- **After Sales & Service Management:** Oversaw after-sales service compliance and successfully converted inquiries into completed projects.
- **Cost Reduction Initiatives:** Led initiatives to reduce operating expenses through optimizing power consumption, transportation, stationery, housekeeping materials, phone bills, and general maintenance charges.
- **Statutory Compliance & Administration:** Ensured compliance with statutory regulations and managed various office support services, including purchasing, facilities management, maintenance, and liaising with local bodies, security, and surveillance.
- **Team Management:** Lead and manage the operation team, including front office, office assistants, Architect, Interior Designers, Site Engineer and other technical support staff. Provide guidance, mentorship and support to ensure team effectiveness and cohesion.
- **Facility Management, Projects coordination, Warehouse Management etc.**

TITAN INDUSTRIES LTD I TATA Group – Bangalore / Kolkata / Chandigarh / Jaipur

Manager - Administration, Store, Inventory and Purchase [Sep/2008] – [Nov/2010]

- **Operational Oversight:** Managed operations at Titan Eye+ Corporate Office in Bangalore, providing administrative and operational support for new store launches across India.
- **Training Program:** Selected as a member of the inaugural batch for Titan's "EyeQ 2008" management training program at Hosur, Bangalore, organized by Sankara Nethralaya, Chennai.
- **Store Set-up:** Contributed to the pan-India rollout of new Titan Eye+ stores, including staff training and operations.
- **Team Management:** Lead and manage the administrative team, including front office, office assistants and other support staff. Provide guidance, mentorship and support to ensure team effectiveness and cohesion.
- **Product Selection:** Participated in the International Buyers Meet in Mumbai, assisting in product selection and procurement for Titan CPD.
- **Promotional Activities:** Collaborated with Titan's top leadership on building blocks, ATL and BTL activities, and promotional campaigns, mapping hit rates with regional business managers.
- **Mentoring and Development:** Identified individual strengths and weaknesses, initiating a mentoring program to enhance employee performance and address areas of improvement.
- **Inventory and Cash Control:** Oversaw inventory management, cash control, and store opening and closing procedures.

Educational Qualifications

- ✓ UNIVERSITY OF KOTA - Post Graduation I Master's Degree (Pol. Science)
  University of Kota – [Kota, Rajasthan] I 56.33% I 2003 – 2005
- ✓ UPRTOU, PRAYAGRAJ - Graduation I Bachelor of Education (Special Educator – HI)
  UPRTO – [Prayagraj, U.P.] I Special Education - Hearing Impairment I 67.07% I 2018– 2020
- ✓ REHABILITATION OF INDIA [RCI] REGISTERED RCI PROFESSIONAL – SPECIAL EDUCATOR
  RCI Registration CRR No. A81534 I Valid from 26.06.2022 [Ministry of SJE, New Delhi]
- ✓ Central Board of Secondary Education, Delhi [Central Teacher Eligibility Test- CTET] Dec 2021
  CTET Qualified RCI Registered Special Educator – Eligible for L2 – Elementary Level Score -90/150
- ✓ VMOU UNIVERSITY KOTA – RSCIT I RKCL (Computer Certificate in Information Technology)
  VMOU – [Kota, Rajasthan] I 68% I 2013 – 2014
- ✓ MDS UNIVERSITY, AJMER -Graduation I Bachelor's Degree (BA - Pol. Science, Pub. Admin)
  MDS University – [Ajmer, Rajasthan] I 54.50% I 2000 – 2003
- ✓ BSER, Ajmer -Higher Secondary [12th] (ARTS- Pol. Science, Pub. Administration& Drawing)
  Board of Secondary Education, Rajasthan – [Ajmer, Rajasthan] I 60% I 1999 – 2000
- ✓ BSER, Ajmer - Secondary [10th] (All Subjects)
  Board of Secondary Education, Rajasthan – [Ajmer, Rajasthan] I 64.36% I 1998 – 1999

Awards and Certifications:

- UNIVERSITY OF MANCHESTER, UK – Certificate Programme (European CPD Purchase Management)
  Continuing Professional Development CPD Purchase Management I Online Programme Jul 2021
- Retailers Association of India [RAI], Mumbai – Certificate Programme Aug 2009 (ESOPs – Titan Industries Ltd)
  CPD Training Programme - Excellence in Store Operations & Management.
- Certificate of Proficiency, EYE Q 2008 Training Programme, Bangalore – Certificate May 2008 (Titan Industries Ltd)
  Continuing Professional Development Training for TATA Group's Manager.
- **Leadership Award 2022** for Professional Excellence in Corporate Services, Purchase & Administration. [CE WORLDWIDE]
- **Leadership Award 2023** for Outstanding Leadership and Professional Excellence in Corporate Services, Purchase & Administration. [PROCON MEDIA Group]
- **Leadership Award 2024** for Professional Excellence in Corporate Services, Purchase & Administration. [PROCON Media]
- PHARMATHON 1st SCM & Pharmacy Conclave Certificate – Indian Pharmaceutical Association (IPA)Jun 2020
- PHARMATHON 2nd SCM & Pharmacy Conclave Certificate – Indian Pharmaceutical Association (IPA) Aug 2020
- PHARMATHON 3rd SCM & Pharmacy Conclave Certificate – Indian Pharmaceutical Association (IPA) Dec 2021
- Antibiotic Guardianship Certificate Programme - Hospital SCM in Aug 2020

Additional Information

- Languages Known: English, Hindi and Local [Full Professional Proficiency]
- Father's Name: Mr. O.P. Sharma
- DOB: April 14th, 1982
- Marital Status: Married
- Interest and Hobbies: Science, Arts, Learning, Reading and Writing, Gardening and Traveling etc.

Warm Regards,
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