JAGMOHAN SHARMA

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Profile Summary

Highly motivated and disciplined retired Army professional, formerly holding the rank of Junior Commissioned Officer (JCO), with 28 years of comprehensive experience in materials management and Security Management. Skilled in Managing the Security, shipping, receiving, inventory control, planning, scheduling, and procurement. Demonstrated expertise in applying lean methodologies to drive continuous improvement and operational excellence. A proven team leader with a strong track record of optimizing resources, boosting productivity, and ensuring timely and efficient delivery of materials.

Experiences:

Duties and Responsibilities: Indian Army – Security Officer & **Purchase & Store Manager**

(From 1996 to Apr 2024)

- Monitored and patrolled assigned premises to prevent unauthorized access, theft, or suspicious activities.
- Conducted regular security checks, inspections, and surveillance using CCTV and other monitoring systems.
- To command guards on duty.
- Ensured compliance with health, safety, and fire regulations.
- Responded promptly to alarms, incidents, and emergencies, coordinating with law enforcement or emergency services as needed.
- Served as a Logistics and Distribution Coordinator (LDC) within the EME Department, overseeing end-to-end material and equipment handling operations.
- **Experienced in using the Government e-Marketplace (GeM) portal for managing bids and procurement activities.**
- Managed all material-related activities including receipt, tagging, identification, traceability, storage, inventory control, warehousing, and distribution to ensure compliance with departmental standards.
- Maintained full accountability for material flow processes, ensuring inventory accuracy across requisitions, allocations, planning, cost control, warehousing, and intercompany transfers.
- Designed and implemented inventory control programs including cycle counting and physical inventory audits to enhance stock accuracy and minimize discrepancies.
- Issued RFQs (Requests for Quotation), negotiated pricing and terms, and finalized procurement agreements for assigned product lines.
- Supervised key purchasing functions, including vendor sourcing, price and contract negotiations, and execution of purchase orders to optimize cost and quality.
- Ensured seamless inter-divisional movement of components and assemblies, supporting uninterrupted operations across multiple locations.

Duties and Responsibilities: Vivekananda Global University- **Administration Officer**

(From July 2024 to present)

- Managed daily office operations including scheduling, correspondence, and document handling to ensure smooth administrative workflows.
- Coordinated meetings, appointments, and travel arrangements for senior management and staff.
- Maintained organized filing systems (physical and digital), ensuring efficient document retrieval and data security.
- Handled incoming calls, emails, and inquiries, providing accurate information and directing to appropriate departments.
- Oversaw procurement of office supplies and equipment, monitored inventory levels, and liaised with vendors.
- Supported HR and finance teams with administrative tasks including timesheet collection, expense tracking, and onboarding processes.
- Prepared and formatted internal reports, presentations, and meeting minutes with high attention to detail.

Skills:

- Security Management
- Supply Chain Management
- Inventory Control & Materials Management
- Logistics & Warehouse Operations
- Strategic Sourcing & Procurement
- Cost Reduction & Optimization
- Vendor Negotiation & Relationship Management
- Proficient in MS Office (Word, Excel, PowerPoint)
- Strong Interpersonal & Communication Skills
- Internet & Email Management

Educational Qualifications:

- **Diploma in Security Training.**
- **Diploma in Materials Management.**
- Graduation (Corps of Electronics & Mechanical Engineers).
- Higher Secondary from Board of Secondary Education Rajasthan.

Personal Details:

- Date of Birth: 15 June 1974
- Languages Known: English & Hindi (Read & Write)
- Address: Pratap Nagar Jaipur, Rajasthan