

VIKAS SHARMA

145, Bhakt Prahlad Nagar,
Shah Palace, Indore (M.P)
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Objective: To obtain & Seeking an opportunity for managerial position with focus on operations & administration, event management, fulfillment of procurements, and client relations/Customer service .

PROFESSIONAL PROFILE

- MBA (Marketing & HR) with More than 10 years of experience in Mall Management, Marketing & Communication and Operations & Administrative Management with well known organization.
- Currently Designated as Sr. Executive Operations (Event) & General Administration, West-II Region with **Viztar International Pvt. Ltd.** .

PROFESSIONAL CHRONOLOGY:-*** CATALYSER EDUVENTURES (I) PVT. LTD.(Aug 2021 to Present)**

Designation— Operation Manager (Krishna Coming)

Location—Indore

Reporting To- Project Head

*** VIZTAR INTERNATIOANAL PVT.LTD (March 2013 to Aug2021)**

Designation— Sr. Executive Operations (Event) & General Administration

Location—Bhopal

Region Assigned- West-II(MP/CG/RJ)

Reporting To- V.P. Operations and HOD Event

*** DB MALLS PVT.LTD. (January-2010 to March 2013)**

Designation— MARCOM Executive

Location—Bhopal

Region Assigned- MP

Reporting To- DGM Operations

*** I MEDIA CORP LTD. (April-2010 to June-2010)**

Designation— Management Trainee

Location—Bhopal

Region Assigned- MP

Reporting To- Project Head

JOB DESCRIPTION:-**Office Administration:**

- Asset Management, labeling, register, physical verification, updating etc.
- Maintaining legal documents related to premises/Assets.
- Prepare purchase order against quotations of vendor after received confirmation from HOD.
- Material checking against purchase order and delivery receipt.
- Payment coordination with account department against purchase.
- Preparing MIS Reports on daily basis.
- Petty cash management.

Event Management:

- Plan and initiate large scale events
- Preparing event budgets and P&Ls
- Liaising with sales and planning Heads for various Events
- Managing and controlling event expenditures within agreed budgets

- Working with other relevant departments (Marketing, Development, PR etc.) to ensure events are promoted to the appropriate audiences
- Managing the console.

Vendor Management:

- Tie up with different agencies.
- Vendor finding and negotiation with vendor as per event requirements.
- Communicate for necessary quotation as per need and compilation of necessary approval.
- Prepare and generate Purchase order as per requirement after comparing various aspect of material with different quotation.
- Ensuring timely processing of all bills, entries on receipt of bill, verification of bill and processing of bills for payment
- Ensuring that timely payments are made to Vendors.

ACADEMICS :

- Master in Business Administration (M.B.A.) HR, RETAIL (20014-2016) with 1st class 74.3% marks from SAM ENGEENERING COLLEGE BHOPAL.
- Master in Business Administration (M.B.A.) MARKETING, RETAIL (2008-2010) with 1st class 75% marks from IES COLLEGE OF TECHNOLOGY, BHOPAL.
- Bachelor of Science (B.Sc.) INDUSTRIAL MICROBIOLOGY (2005-2008) with 1st class 73% marks from GOVT. M.V.M. BHOPAL.
- Senior Secondary Examination (XII) from KAMLA NEHRU PUBLIC HR.SEC SCHOOL BHOPAL (2005) with 73.2% marks recognized to MP BOARD.
- Secondary Examination(X) from KAMLA NEHRU PUBLIC HR.SEC SCHOOL BHOPAL (2003) with 62% marks recognized to MP BOARD.

TRAINING:

- Survey on Customer Satisfaction from IMRB Indore (Duration- 2 months)
- Training with Public Health Engineering Department Bhopal on water purification.

PROJECTS DONE:

- Major Project on Sales Generation
- Minor Project on Comparative Study of market share of Idea, Airtel, BSNL and Reliance in Bhopal.

ADDITIONAL QUALIFICATION : Hardware , Networking & CCNA.

PERSONAL INFORMATION:

Father's Name: Mr. Ashok Kumar Sharma
 Date of Birth: January, 14, 1988
 Status: Male, Married
 Linguistic Proficiency: Hindi, English
 Hobbies: Traveling, Playing cricket

Passport No. : K8785471

Place: Bhopal

Date: _

(VIKAS SHARMA)

Reference: Can be provided on request.