Varun

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# PROFESSIONAL PROFILE

A competent professional with more than 6 years total experience in Telecom industry. Currently servicing as a Project Management Analyst (Reliance JIO Project) in Samsung India Electronics pvt ltd.

ORGANIZATIONAL EXPERIENCE

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| **SN** | **ORGANIZATION NAME** | **DURATION OF JOB** | **DESIGNATION** |
| 1. | Samsung India Electronics pvt ltd | Jan-17 to Till date | **P.M.O Analyst - Reliance JIO Project (Uttarakhand )** |
| 2. | NEC India L.T.D | Feb-16 to Jan-17 | Logistics Executive – **Vodafone Project (UP East) (Lucknow)** |
| 3. | Idea Cellular Ltd. | Aug-14 to Jan-16 | Logistics Executive – **NWS Project (Lucknow)** |
| 4. | Core Logistic (Unitech Wireless – UPE) | Jul-11 to Aug-14 | Warehouse Manager **–Warehouse (Lucknow)** |

Current Job Profile (Project Management)

* Working as Project Management Analyst and Managing Reliance JIO Project of Uttarakhand Circle.
* Improved the cost tracking and reporting process by developing creative data retrieval and reporting tools that reflected financial and project performance measurements (earn value analysis)
* Prepare Daily and Weekly Project Presentations and Dashboard and share to NHQ Management.
* Managed the budget development, change control processes, project budget preparation and internal and external financials and project performance reporting
* Experience of programme co-ordination/administration
* Reports for projects, and implement cost control procedures, processes, and systems. Review and approve.
* Experience of managing small projects, or exposure to the end to end project lifecycle, or managing substantial parts of the project lifecycle.
* Worked with project managers and superintendents to identify and resolve all project claims.
* Preparing Dispatch plan and share to Warehouse team as per RFAI received from Customer.
* Identifying and Negotiating with material and transportation partner. (As required).
* Knowledge of project management tools and techniques.
* Intimate the material partner for material procurement (as per PO/Indent) and ensure material availability in warehouse.
* Responsible for Material Reconciliation Internal/External (Partner/Client).
* Working in SPMS Samsung Tools and Resolving Vendor SPMS issues in Invoicing.

Previous Job Profile

**Team Handling and Material Movement**

* Managing around 2600 Squire fit covered area warehouse .
* Extensive experience monitoring staff performance and providing motivation.
* Profound knowledge of managing large-scale warehouse distribution systems
* Monitored employee activities and set production goals.
* Responsible for execution & tracking material movement trough Move Order (MO) from Warehouse to site.
* Responsible for execution & tracking material movement trough Stock Return Note (SRN) & Reverse Logistics (RL) from site to Warehouse & Warehouse to site.
* Responsible for execution & tracking material movement trough CAM from site to site.
* Preparation of Material Issue Note (MIN), Mat. Return Note (MRN), Goods Receipt Note (GRN), Site Material Exchange Note (SMEN) and safe keeping of all these formats (including OGP) in the form of soft copy and Hard Copy.
* Check with WH Supervisor for proper Material Kitting, IDU, Modem, STM, Antenna, Installation material, with Packing, RL Submission As per SLA.
* Ability to implement industry safety standards.
* Fault Analysis.

**Repair & Return Material**

* Responsible for execution & tracking R&R for the faulty material.
* Responsible for sending material to concern vendor in time for repairing & taking back to Warehouse within TAT.

**Coordination with Commercial & Finance**

* Responsible for Inventory Reconciliation with Commercial team item wise Vs inventory report.
* Capex Inventory tracking from DI clearance to Warehouse receipt as per the predefined schedule given by Network Project.
* After raising indent, responsible for tracking & following ups for the payment of Transportation and Supply vendor’s invoices with Commercial & Finance team.

**MIS Maintenance**

* Maintaining Project MIS related to Material, RFAI & OnAir sites.
* Preparing weekly, Monthly MIS & reports of Project Rollout details to corporate project team & circle finance team & R&R reconciliation report by NSN.
* Prepare weekly Project Presentation and share to NHQ team.
* Responsible for Material Reconciliation Internal/External (Partner/Client).

Warehouse Management:

* Making Oracle (GRN,SRN,WIP, RTV and RMA) Reports.
* Monitoring overall transactions related to issue & receipt of materials to the various contractors & vendors against the proper documents.
* Day to day follow up and coordination with different teams to ensure timely flow of MIS.
* Responsible for Preparation & maintenance of the MIS Reports on Daily, Weekly, & Monthly metrics
* Follow-up with Courier agency to deliver the materials within SLA..
* Making allocation of RCV and Simcard for Distributors
* Cycle Count & Month end audit

Logistics:

* Overseeing the logistic functions and negotiating with shippers/transporters for cost effective transport solutions & clearances. Handling fleet of vehicles & transporters ensuring on time delivery & monitoring transit norms.
* Updating and maintaining MIS related to sites and updating the site attribute in Oracle database.
* Involved in preparation of various reports like daily & weekly status reports, Non Billing

Report, Headcount Utilization reports, DSR Stock various region allocation reports.

* Maintaining invoices receiving trackers and tracking the invoices till payment released.

HESS Responsibilities

* Lead by example by taking care of the health and safety of yourself and others.
* Report all accidents, ‘near miss’ incidents and work related ill health conditions to your manager and to the Facilities department.
* Follow safety rules and procedures
* Use work equipment, personal protective equipment, substances, and safety devices correctly.
* Take part in safety training & risk assessments and suggest ways of reducing risks.
* Act safely in accordance with our Elev8 safety behaviors.

General Responsibilities

* Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee’s control (list not exhaustive).

IT SKILLS

* Knowledge and experience of Microsoft packages, including Project, PowerPoint, MS Access and Excel.
* Knowledge and experience of Oracle and SAP software’s.

EDUCATIONAL QUALIFICATION

* M.B.A from J.S University.
* M .A from Kanpur University.

Strength:

* Strong communications skills, both written and verbal.
* Skill at managing stakeholder groups and balancing diplomacy and tact with assertiveness.
* A strong customer centric approach.
* Strives to do the "right thing", not just the "easy thing"
* Builds trust and demonstrates integrity in all circumstances.

PERSONAL DETAILS

DOB : 25 August 1990.

Marital Status: Unmarried.

Nationality: Indian

Sex: Male.

Language Known: English, Hindi.

Hobbies Hobbies : Listening Music & Playing cricket

Nationality: Indian

Declaration :

I hereby declare that all the information provided above is true to my knowledge and any deviation to it will be solely bear by me.