

CURRICULUM VITAE

PARSHANT MALIK

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Career Objective:

I look forward to working with an organization that offers a challenging opportunity to enhance my knowledge, skills, and experience that would allow me to contribute towards achieving the organizational goals to the best of my potential.

Educational Qualification:

- Passed MCA (Master of Computer Application) from Uttarakhand Technical University in 2011
- Passed B.Sc. (Mathematics) from HNGB University in 2008
- Passed Senior Secondary (PCM) from Uttaranchal Board in 2004
- Passed Higher Secondary from Uttaranchal Board in 2002

Technical Skill:

- Knowledge of Windows XP, Vista, Windows 8, 10, MS DOS, Window Server 2003/ 2012, Linux
- Proficient with MS Office
- Knowledge of database, Hardware & Networking (basic knowledge of MSCE & CCNA)
- Troubleshooting & Data Recovery with the help of third party tool
- Certification of Search Engine Optimization from eMarketing Institute (online course)

Professional Summary:

- Company : **Divya Yog Mandir Trust (Sub. company of Patanjali Ayurveda Ltd)**
Designation : **Purchase Executive**
Date Joined : **From Dec'21 to till now**

Duties and Responsibilities

➤ **Strategic Procurement:**

- ✓ Spearheaded the procurement process by identifying and evaluating potential suppliers, negotiating contracts, and ensuring timely delivery of goods and services.
- ✓ Implemented cost-effective procurement strategies to optimize the organization's spending while maintaining high-quality standards.

➤ **Warehouse and Stores Management:**

- ✓ Oversaw efficient warehouse and stores operations, ensuring proper inventory levels, organization, and inventory accuracy.
- ✓ Implemented best practices for inventory management, minimizing stockouts and excess inventory, leading to improved overall supply chain efficiency.

➤ **ERP Management:**

- ✓ Managed the implementation and maintenance of the ERP system for the organization.
- ✓ Streamlined and automated processes within the ERP system, enhancing data accuracy and reducing manual errors in purchasing, inventory, and related functions.

➤ **Vendor Relationship Management:**

- ✓ Fostered strong relationships with suppliers, negotiating favorable terms and conditions to maximize value for the organization.
- ✓ Conducted regular vendor performance reviews to assess and improve supplier reliability, quality, and cost-effectiveness.

2. Company : **TDM Agency**
Designation : **SEO Executive**
Date Joined : **Aug'20 to Aug'21**

Duties and Responsibilities

- Plan and implement off-page SEO strategies to acquire high-quality backlinks from relevant and authoritative websites.
- Conduct outreach campaigns to build relationships with other websites, bloggers, and influencers for guest posting and link opportunities.
- Promote and distribute content across various platforms to increase brand visibility and attract inbound links.
- Engage with the target audience on social media to increase brand awareness and encourage sharing of content.
- Analyze competitor backlink profiles and off-page strategies to identify opportunities and stay ahead in the search rankings.

3. Company : **SmartBrains Engineers & Technologist Pvt. Ltd.**
Designation : **Assistant Placement Manager**
Date Joined : **Nov'17 to Mar'20**

Duties and Responsibilities

- Assist in coordinating the DDUGKY SKILLS project activities, ensuring smooth implementation and timely execution.
- Participate in the selection process of suitable candidates for the project, ensuring they meet the eligibility criteria.
- Support the planning and execution of training programs for selected candidates to develop relevant skills.
- Provide guidance and assistance to candidates in finding suitable job opportunities after completing their training.
- Assist in monitoring the progress of candidates during the training and post-placement to assess the project's effectiveness.
- Maintain accurate records of candidate details, training outcomes, and placement status for reporting and compliance purposes.

4. Company : **Quantum University**
Designation : **Placement Coordinator (Database Support)**
Date Joined : **Oct'15 to Nov'17**

Duties and Responsibilities

- Actively engage with students to understand their career goals and aspirations.
- Facilitate job placement activities by connecting students with potential employers and arranging interviews.
- Provide guidance and support to students on career options, resume writing, and interview preparation.
- Build and maintain relationships with employers, fostering partnerships for internship and job opportunities.
- Leverage alumni networks to create job opportunities for current students and recent graduates.
- Maintain accurate records of student placements, employer interactions, and job market trends for reporting and analysis.

5. Company : eCentric Solutions Pvt. Ltd.
Designation : Desktop/Server Support Engineer
Date Joined : Jan'12 to Apr'15

Duties and Responsibilities

- Provide technical assistance and troubleshoot hardware and software issues for desktops and laptops.
- Assist in coordinating project activities, ensuring tasks are executed on time and within budget.
- Conduct training sessions for end-users to enhance their understanding of desktop tools and applications.
- Maintain comprehensive project documentation, including project plans, progress reports, and support documentation.
- Liaise with vendors for procurement of desktop equipment and software, ensuring timely delivery and quality.
- Collaborate with cross-functional teams to ensure smooth project execution and effective desktop support services.

Personal Profile:

- Name : Parshant Malik
- Father's Name : Mr. Harbeer Singh Malik
- Present Address : House No: 88, Shiv Nagar, Rani Gali,
Bhupatwala, Haridwar – 249410
- Date of Birth : 26/Nov/1988
- Passport no. : V2578495
- Languages known : Hindi & English
- Nationality : Indian
- Marital Status : Married

Strengths:

- Excellent interpersonal and communication skills
- Multi- tasking abilities with proficiency in organizing and managing different task.
- Work with a positive attitude to contribute the healthy functioning of the organization.
- Self-Confident and Great Patience.
- Analyzing every angle of a project before working on it.
- Willingness to Learn.
- Adaptability to change environment.

Declaration:

I hereby declare that information given above is true the best of my knowledge.

Date:

Place: Haridwar

[Parshant Malik]