

# VIVEK MALIK

14<sup>th</sup> Avenue, Gaur city 2, Noida (U.P)  
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## CAREER OBJECTIVE

Seeking a position of an Operation Manager head in highly reputed and professional organization.

## EXPERIENCE

### INNOVATIVIEW INDIA LIMITED

- I am current working with Innovatiview India Ltd. from last 3.8 years as a **Sr. Operation Manager** in Vendor and Procurement department.
- We are conducting exams around India.
- During that time, I successfully finished over 5000+ projects.
- I managed a 20 employees' team.
- I provide manpower around India, but my strong zones are in the south and West, including Maharashtra, Andhra Pradesh, Tamil Nadu, and Telangana etc.
- For a while in that company, I was also in charge of the operations department, where we were collecting biometric information from all of the candidates who were taking the exam, as well as the frisking process. We send security personnel to every exam centre across India.
- Spearheaded procurement for exam-related manpower and resources across PAN India, ensuring timely and efficient resource deployment for over 4800 nationwide exam centers.
- Optimized procurement processes by implementing vendor performance reviews and establishing performance benchmarks, leading to a 100% improvement in service delivery.
- Ensured that all the resources were aligned with specific exam requirements, including staffing levels, scheduling and location logistics.
- Coordinated the installation and maintenance of CCTV systems to ensure comprehensive exam security and adherence to regulatory standards.

### SASTANDUR MARKETPLACE LTD

- I was worked at SASTASUNDAR MARKETPLACE LTD having 2.6 years, Prior I was working with Glam studios and having 3 years. Before that I was working with
- meatwale.com for 1 year. Responsible to complete the assigned work with the given deadline
- Work division - Operation and Vendor manager
- Ability to work under pressure
- Created an optimization plan for the workbench initiative
- I have the capability of lead a team

### GLAM ONLINE PVT. LTD.

- Management of staffs.
- Explain good workplace behavior and identify issues and use resources to resolve.
- Understand future staffing requirements and create, execute and support clinical staff recruitment and retention strategies.
- Team management.
- Staff training.
- In-salon responsibilities, Inventory Management.
- Financial Policies.
- Providing team with a stimulating and supportive environment.
- Collaborative planning and replenishment variances in short term.

- Negotiations from all the vendors.
- Managing the vendors.
- Reduce costs, assured quality deliverables and secured capacity of developing vendors
- Working in the areas of commercial management.
- Purchase all the stocks from the market which was further used in the salon.

### **Senior Operation Assistant Manager - SASTASUNDAR MARKETPLACE LTD**

- Maintained all the stocks of the warehouse and to ensure all the deliveries to the customer on time
- Perform cost management and purchase order management in the market.
- Manage the relationship with and performance of all the suppliers.
- Co-ordinate all vendor management tasks inclusive of working with external vendors and internal employees
- All the work should be done at given interval of time with co-ordinate to the vendors.

## **EDUCATION**

### ▪ **J.V Public School, Muzaffarnagar with C.B.S.E Board**

High school  
50 %  
2006

### ♦ **J.V Public school, Muzaffarnagar with P.C.M under C.B.S.E board**

Intermediate  
58.4 %  
2008

### ♦ **Bhagwant University Ajmer, Rajasthan approved by UGC**

Master of Technology (M. Tech Integrated)  
Aggregate percentage - 67 %  
2008-2013

## **PERSONAL PROFILE**

- ♦ Name : VIVEK MALIK
- ♦ Father's name : Mr. ASHOK KUMA
- ♦ Sex : Male
- ♦ Date of birth : 1 March, 1991
- ♦ Hobby : Playing Cricket, Listening Music, Net surfing
- ♦ Marital status : Married
- ♦ Nationality : Indian
- ♦ Permanent address : Village Post Amir nagar, Baghra, Muzaffarnagar (U.P)
- ♦ Languages known : English and Hindi

## **DECLARATION**

I hereby declare that all the details mentioned above are in accordance with the truth and factas per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

**(VIVEK MALIK)**



