



Devashish Bhambri

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WORK EXPERIENCE

V Commit Events & Promotions

20/04/2008 — 24/12/2011

Events Co Ordinator

Responsibilities:

- Identify the client's requirements and expectations for each event.
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.
- Manage all event set-up, tear down and follow-up processes.
- Maintain event budgets.
- Book venues, entertainers, photographers, and schedule speakers.
- Conduct final inspections on the day of the event to ensure everything adheres to the client's standards.
- Assess an event's overall success and submit findings.

Barclays Shared Services Pvt Ltd

10/05/2012 — 10/04/2015

Process Advisor

Job Responsibilities:

- Utilize financial measures and analysis of operational impacts to evaluate the cost and benefits of current processes and identification of potential areas for improvement
- Data gathering – financial and non-financial, qualitative and quantitative; interviewing skills, good observation skills
- Data analysis – financial and non-financial, qualitative and quantitative
- Assist with the analysis and preparation of recommendations that will drive greater productivity, reduce waste, or eliminate duplication
- Work with operational team members to understand processes, root causes and outcomes. Create metrics and audit processes to ensure established goals are met and process improvements are sustained
- Organize and facilitate meetings with department-specific BPI teams (those focused on incremental improvements) in order to share ideas, discuss opportunities and provide support
- Partner with business leaders to maintain ongoing communication regarding improvement opportunities
- Gather bench marking data. Coordinates responses to benchmarking surveys
- Organize and communicate data in a manner that conveys a succinct and compelling concept
- Plan, manage, and execute small to medium size process improvement initiatives

AY Infra Services

11/05/2015 — 06/05/2019

Senior Manager- Purchase & Procurement

Job Responsibilities:

- Maintain records of goods ordered and received.

- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Control purchasing department budgets.
- Interview and hire staff, and oversee staff training.
- Review purchase order claims and contracts for conformance to company policy.
- Analyze market and delivery systems in order to assess present and future material availability.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Participate in the development of specifications for equipment, products or substitute materials.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Represent companies in negotiating contracts and formulating policies with suppliers.

Nut Cracker Communication

07/08/2019 —04/01/2021

Manager- Logistics & Admin

Job Responsibilities: Planning and managing logistics, transportation and customer services Directing, optimizing and coordinating full order cycle, Liaising and negotiating with suppliers, retailers and consumers, Strategically plan and manage logistics, transportation and customer services Direct, optimize and coordinate full order cycle, Liaise and negotiate with suppliers, retailers and consumers, Keep track of quality, quantity, delivery times, transport costs and efficiency ,Arrange, catalog goods, plan routes and process shipments .Resolve any arising problems or complaints, Supervise, coach workforce

QUALIFICATIONS Bachelors of Technology- Mechanical Engineering from Rajasthan Technical University, Kota, India.

INTERESTS

Personal Attributes:

Excellent interpersonal skills
Strategic and Intuitive
Excellent analytical and fault diagnosis skills
Efficient time management skills
Strong relationship building skills
Good team player and leader
Quality delivery
Proactive

REFERENCES

References available upon request.