

ADARSH NIGAM

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PROFESSIONAL SUMMARY

With over 17 years of experience in e-Governance and IT operations, I specialize in SAP, budgeting, contract management, and Project Management Office (PMO). I bring strong expertise in stakeholder management, procurement, vendor relations, and digital consulting, with a focus on optimizing CAPEX and OPEX to drive organizational efficiency and value.

TECHNICAL SKILLS

- e-Governance & Digital Transformation, Project Management & Compliance, Cross-functional Collaboration & Liaisoning, Vendor Management & Budgeting, Strategic Consulting & SOP/SLA Management, Team Leadership.
- Microsoft Office Suite, Google Suite, LLM & AI, GRN & SAP, Document Management Systems (DMS) & Legal Contract Management Tools (CMT), Master Data Management (MDM).

WORK EXPERIENCE

SENIOR OFFICER-IT - DABUR INDIA LIMITED (DIL) OCT'2023 - PRESENT

- **Digital & Technology Program Office Lead:** Overseeing all IT projects within the organization, ensuring on-time delivery, adherence to budget, and alignment with business needs.
- **Cost Optimization:** Prioritized the Share of Business (SOB) with L1 vendors, resulting in a cost savings of ₹20 lakhs monthly.
- **IT Project Planning & Management:** Developing and executing IT project plans, setting clear goals, creating timelines, and efficiently allocating resources to ensure project success.
- **IT Asset Management:** Managing the tracking and maintenance of all IT assets, including hardware (computers, servers) and software, to ensure proper utilization and compliance.
- **Finance Management:** Overseeing the creation and management of the IT budget, handling all related purchases, expenses, and cost control measures.
- **Global CIO Enablement:** Accomplished Chief of Staff & Strategic Advisor to the Global CIO, delivering visionary leadership, expert guidance, and tactical execution to accelerate digital transformation, business growth, and IT innovation. Adept at fostering strategic partnerships, optimizing stakeholder engagement, and driving enterprise-wide impact.

REGIONAL MANAGER - SEQUOIA FITNESS AND SPORTS TECHNOLOGY PVT. LTD. JAN'2019 - SEP'2023

- **Project Management:** Overseeing the successful implementation of the SAI-Khelo India Fitness Assessment Program, monitoring project progress, and recommending improvements to enhance efficiency and outcomes.
- **Compliance Management:** Ensuring adherence to program guidelines by trainers, providing ongoing technical support, and maintaining high standards of program delivery.
- **Vendor Management:** Optimizing the use of vendor resources, fostering effective collaboration, and ensuring alignment with program objectives.
- **Program Development:** Designing comprehensive program plans, Standard Operating Procedures (SOPs), and administrative manuals to ensure smooth and standardized operations.
- **Stakeholder Management:** Coordinating with a diverse range of stakeholders, including government bodies, institutions, and public authorities, ensuring seamless collaboration across the country.
- **Data Management:** Collecting, analyzing, and reporting program data, including participant attendance and student fitness assessments, to track progress and inform decision-making.

ASSISTANT MANAGER - CSC E-GOVERNANCE SERVICES INDIA LIMITED AUG'2015 - DEC'2018

- **Implementation of Rural Connectivity:** Leading the deployment of Rural Connectivity initiatives using GPON technology, overseeing infrastructure setup, and ensuring ongoing maintenance for sustainable connectivity in remote areas.
- **Project Compliance:** Managing e-governance projects, ensuring strict adherence to project guidelines, regulations, and quality standards throughout the project lifecycle.
- **Infrastructure Development:** Spearheading the establishment of wireless communication infrastructure in rural regions, leveraging solar power for energy efficiency and sustainability.
- **Legal and Administrative:** Handling legal documentation, managing vehicle operations, and overseeing administrative tasks related to project execution and compliance.

ASSISTANT MANAGER - ROSMERTA TECHNOLOGIES LIMITED (RTL) MAY'2012 - AUG'2015

- **Leading e-Governance Projects:** Spearheading the successful implementation of e-governance initiatives, such as HSRP and VTS, in strict adherence to project guidelines and objectives.
- **Stakeholder Management:** Collaborating with key government stakeholders, including NIC and transport departments, to ensure seamless project execution and alignment with regulatory requirements.
- **Compliance:** Establishing and enforcing robust tracking mechanisms to monitor project progress, ensuring compliance with timelines, standards, and identifying corrective actions as needed.
- **Team Management:** Leading cross-functional project teams, effectively allocating resources, and driving efficient execution to meet project goals.
- **Planning and Execution:** Developing comprehensive project plans, Standard Operating Procedures (SOPs), and schedules, ensuring organized and timely delivery of project milestones.

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SECRETARIAT ASSISTANT - WORLD HEALTH ORGANIZATION (WHO)

SEP'2011 - APR'2012

- **Stakeholder Management:** Cultivated and sustained strategic relationships with key stakeholders, including government agencies, public authorities, nodal agencies, medical professionals, and WHO representatives, ensuring effective collaboration for the RS10 Project.
- **Project Coordination:** Provided comprehensive support to the Project Nodal Officer in the execution of day-to-day operations, ensuring seamless progress and alignment with project deliverables.
- **Reporting:** Compiled and submitted detailed reports to the WHO PMU, providing clear insights into project status, milestones, and outcomes.

ADMINISTRATIVE ASSISTANT - OC XIX COMMONWEALTH GAMES (CWG)

DEC'2008 - AUG'2011

- **Fleet Management:** Overseeing vehicle operations, including GPS tracking, route optimization, and driver management.
- **Logistics and Operations:** Managing fleet logistics, trip sheet management, and depot operations for efficient service delivery.
- **Technology:** Implementing and maintaining GPS systems and related software for optimized fleet performance.
- **Sustainability:** Driving initiatives to reduce the environmental impact of the fleet through eco-friendly practices and efficiency measures.

SENIOR LEAD OFFICER - BHARTI AIRTEL

SEP'2007 - NOV'2008

- **Network Engineering:** Configuring, installing, and troubleshooting DSL networks, including IP address management and device configuration.
- **Network Management:** Leading a team in network installations and repairs, ensuring high service quality and customer satisfaction.
- **Customer Support:** Providing technical support to users, troubleshooting network and email-related issues.
- **Network Monitoring:** Monitoring network performance, identifying issues, and resolving them to maintain SLAs.

PROJECTS

2023-2024	VENDOR PORTAL IMPLEMENTATION - Master Data Online (MDO) <ul style="list-style-type: none">● Vendor Portal Customization: Enhanced vendor portal functionalities to streamline interactions and improve procurement processes, leading to a 16% reduction in the buying cycle time.● Vendor Training: Conducted 160 hours of portal training, achieving a 92% adoption rate among vendors in India.
2019-2023	KHELO INDIA APP (SPORTS AUTHORITY OF INDIA) - Complete mobile app implementation.
2017-2018	PMGDISHA - Capacity building, expansion and increment of government program.
2015-2016	NDLM - Data management, Platform pervasive, CSR Management, Inclusive growth.
2012-2015	HSRP - Management of interface between citizen and government with multi team coordination (India).

EDUCATION

2012-2014	Sikkim Manipal University MBA - Project Management	2002-2007	Chhatrapati Shahu Ji Maharaj University B.A. & M.A. - Political Science
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CERTIFICATES

- Wireless security
- AI Safety Training
- Cyber Security Awareness
- Data Protection and Privacy Impact
- ChatGPT Security Awareness Training
- Cisco Certified Network Associate (CCNA)
- Diploma in Software Management (DISM)

PERSONAL DATA

- DOB: 03rd July 1984
- Nationality: Indian
- Marital Status: Married
- Languages Known: English, Hindi