

Curriculum Vitae



Rajan

Flat No:- 403, Sunlight Residency
Defence Enclave Noida-44
Uttar Pradesh-201301
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Career Objective

- To work in challenging atmosphere who gives the opportunity for growth & provide motivation.

Academic Qualification

- MBA in Supply Chain Management from MG University, Meghalaya in the year 2014
- B.Com Passed from EIILM University, Sikkim in the year 2012
- 12th Passed from UP Board, in the year 2006
- 10th Passed from UP Board, in the year 2004

Professional Qualification

- 1 Year Diploma in HW and Networking from Oxford Institute in the year 2009
- 6 Month Certificate programme CIC from I.G.N.O.U in the year 2008

IT/ERP Skills

- ERP Navision 2016
- TranZact
- MS Office
- GeM Market Place
- E-Office

Work Experiences

➤ I have more than 13+ years experience in Purchase Department in Different Industries.

● Experienced with a demonstrated history of working in the electrical and electronic manufacturing industry. Skilled in Open Negotiation, Product Development, Vendor Development, Financial Aptitude, Strong problem-solving and analytical skills, ability to handle critical projects.

Organization Name:- Special Cable Pvt Ltd

Job Period:- June 2023 to Till Date

Designation:- Purchase Manager

● Job Profile:-

- Material Price & Terms Negotiation, Conducted market research to determine appropriate pricing.
- Copper & Aluminium Hazing. (Domestic & SEZ), working sheet of copper & aluminium maintain.
- Source New Vendors for purchasing needs.
- New Product Development, Look into Machine & Machinery Item.
- Look into cable compound Item, Look into consumable & packaging Item.
- Maintain appropriate inventory levels to meet personnel and corporate needs.
- Monthly basis material planning and analysis of average rate of material.
- Obtain quotes from various suppliers to determine most cost-effective purchase options.
- Evaluate team performance against expectations, Tracked and approved procurement plans and inventory levels.
- Monthly plant visit for monitoring manufacturing processes & related issues.

Organization Name:- ISWHC Pvt Ltd

Job Period:- September 2020 to June 2023

Designation:- Assistant Manager Purchase

● Job Profile:-

- Prepare and process requisitions and purchase orders for supplies and equipment.
- Identify potential suppliers of Raw materials, equipment, Consumable & Packing Materials, housekeeping material etc. and interview them in order to determine product availability cost & deliveries and terms of purchase.
- Developing New Vendors as per new development. Compare and negotiate the prices of materials.
- Maintain records of goods ordered and received.
- Review purchase order claims and contracts for conformance to company policy. Preparation Raw Material Requirement on monthly basis, Weekly Basis to grab best negotiations.

Organization Name:- Cords Cable industries Ltd

Job Period:- December 2012 to September 2020

Designation:- Assistant Manager Purchase

● Job Profile:-

- Interacts with other departments including the account management and technical team.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Identify potential suppliers of raw materials, equipment, Consumable & Packing materials etc. and interview them in order to determine product availability cost & deliveries and terms of purchase.
- Compare and negotiate the prices of materials. Maintain records of goods ordered and received.
- Maintain records of goods ordered and received. Control purchasing department budgets.
- Review purchase order claims and contracts for conformance to company policy. Preparation Raw Material Requirement on monthly basis, Weekly Basis to grab best negotiations.
- Processing purchase requisitions, Commercial Department day to day co- ordination with plant, raw material availability, production planning. Follow up with Store & Supplier.
- Procurement of raw material, follow up with vendors for timely deliver.
- Ensuring right material is received as per procurement and planning.
- Negotiating the terms of credit with vendors as well as the cost of material required.
- Maintain inventory control on basis of re-order & minimum order level.

Organization Name:- Walson Services Pvt Ltd
Job Period:- Feb 2012 to Nov 2012
Designation:- HR Assistant

● **Job Profile:-**

- Providing man power to client, daily basic attendance check in roster. Direct Reporting at Branch Head- Operation. Supervising of security guard etc.

Organization Name:-CAPART
Job Period:- Feb 2009 to Jan 2012
Designation:- Data Entry Operator -cum- Account Executive

● **Job Profile:-**

- Daily basis entry of voucher, Monthly preparation of staff salary, Write Cash Book, Write Ledger book, Fund release to NGOs by Telnet and all work assign by HoDs.

Personal Profile

Date of Birth	-	01-Mar-1988
Marital Status	-	Married
Languages Known	-	English, Hindi
Father's Name	-	Sh. Sita Ram
Permanent Address	-	Village & Post- Shahpur, District- Siddharth Nagar Uttar Pradesh-272189



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