

**Shubanvshu**

**Shubanvshu.251501@2freemail.com**

**Career Objective:**

To work in an environment & organization which provides opportunities to learn & enhance work skills, that will help me grow & excel in my career and contribute towards organizational growth as well. Although I have a diversified experience in Purchase/Inventory/Accounts/Payroll, my primary objective is to work as a Purchase/Inventory Executive.

**Professional Experience:**

**Mumbai** – 3 years as a Purchase Executive in Podar Organization

**Mumbai** – 4 Months as a Export Executive in Mulji Devshi & Co

**Dubai** – 6 years as a Material Coordinator cum Accounts Assistant in Al Laith Scaffolding LLC

**Mumbai –** 6 Years as a Material Executive Assistant in PWD, Government of Maharashtra.

**Key Skills and Competencies**

Management

* Creating and maintaining procedures relating to the purchasing function
* Inventory Control & Budgeting Chart
* Strong commercial negotiation skills with an ability to influence others.
* Developing supplier consolidation plans
* Ability to work and operate in a team environment.

Personal

* Excellent written and verbal communication.
* Proficient in the use of Microsoft Word, Excel, and Outlook & ERP System.
* Able to priorities workload and manage several projects at any one time
* Implementing effective cost saving plans.
* Good reasoning abilities and sound judgment.
* Familiar with all the policies and procedures involved in the requisition, procurement, quotation requests, invoicing and delivery of the products.

Areas OF Expertise

* Procurement Management
* Negotiating Prices
* Material Costing
* Contract Tendering
* Supplier Management

**Achievement:**

* Independently handled Centralize Procurement of all material for 15 new & 45 old projects
* Independently handled Vendor meetings and successfully procured materials for the organization
* Additional responsibility handled to help Software Engineer to rectify the errors in ERP system & accordingly modify the same for smooth operating.

**Work Experience: M/S PODAR ORGANIZATION (HO), Parel Mumbai**

**Purchase Executive: (Nov 2011 to Sep 2014)**

**Job Profile:**

**Centralize Procurement:**

* Preparing Consolidated Quantity chart of Purchase Requisition for Centralize Procurement (all schools across India) e:g Furniture, IT, Electronics, Electrical, Sports, Safety, Music, Stationery, Fabrics etc as per Student strength of respective schools.
* Searching best quality material in local market through Internet or Visit personally.
* Preparing Budgeting chart as per last year material rates& current projected of quantity.
* Searching Suppliers / Vendors for the same through Internet or Visit personally.
* Get the quotation from Suppliers / Vendors (Min. 30-40) along with terms & conditions.
* Negotiating the rates & other terms
* Making Comparative Statement of quotations for further management approval.
* Raising Purchase or Work Orders as per approved Quantity & Vendors selection.
* Planning & allocating work to Purchase Assistants Location wise or Vendor wise as follows; Raising Purchase Orders, Raising Advance note, follow up on Dispatches, follow up Deliveries of material on site as per PO terms, Transport arrangement, Follow up on Bills & GRN, Bills scrutinize and submissions to accounts department, Retention if any.
* Making consolidated report on above and updating to HOD for management purpose.

**Location wise Procurement:**

* Receiving Purchase requisition from User Dept. (All PIS / PJK Schools, across India)
* Receiving PR related Material or Work such as IT, Furniture, Electrical & Hardware, Electronics, Sports, Safety, Music, Stationery, Fabrics, Clay or Fabrication, Civil work etc.
* Forwarding to Purchase Head & get the approval to process the same.
* Get the quotation from Suppliers / Vendors (Min. 4-5) along with terms & conditions.
* Making Comparative Statement of quotations for further approval from Purchase Head.
* Raising Purchase Order or Work Order and Advance Note (if any) as per approved Supplier / Vendor and Qty.
* Forwarding PO or WO to the approved Supplier / Vendor & get the acknowledgement.
* Arranging transport to pick-up the material from Vendors to deliver on concern location.
* Preparing & arranging the declaration letter / form for transport procedure.
* Follow-up Material Delivery as per PO terms.
* Follow-up GRN or Work done confirmation from User Dept (all Schools).
* Follow-up Original Invoice from Vendors & scrutinize the same as per quotation & PO.
* Submission of Original Invoice to Accounts Dept. for further payment process along with all supporting documents such as Payment Note, Original Invoice, GRN / Calhan, Purchase Requisition, Previous Advance paid copy (if any), Quotation Copies, Approved Comparative Statement & etc if any.
* Maintaining Reports / Status such as Pending PR, Pending Delivery, Pending Bills & GRN.
* All above Reports / Status reporting to HOD in every 15 days.

**Work Experience: M/S MULJI DEVSHI & COMPANY, MUMBAI**

**Export Executive (Agricultural Products**): **(July 2011 to Oct 2011)**

**Job Profile:**

* Searching foreign buyers through internet, visiting cards collect from Exhibitions / Conference / Seminars.
* Making Contract as per our shipment terms as well as foreign buyer’s requirement.
* Requesting foreign buyer to open a LC through his/her bank. (if require / new FB)
* Scrutinizing LC documents as per our terms as well as foreign buyer’s requirements.
* Booking vessel & Containers through CHA / Shipping Co. for Upcoming shipment.
* Negotiate the freight charges with CHA / Shipping Co & try to reduce the shipment cost.
* Planning & arranging goods stuffing in our company warehouse or CHA’s warehouse & forwarding Pre-shipment documents to CHA.
* Forwarding to CHA draft of Bill of Lading, Phytosanitary, APTA, GSP, Non-GMO, Health & Radiation certificates as per foreign buyer’s requirement & gets confirmation from CHA.
* Following Fumigation, Quality & Weighment procedure through Govt. authority council.
* Making Post-shipment documents such as Commercial Invoice, Packing List, Annexure, FDB, one lot letter, Amendment Letter (if any), bill of exchange, SDF form etc.
* Applying Marine Insurance to cover all shipment risk as per terms with foreign buyers.
* Submitting all original documents to authorized bank in foreign exchange for purchase the documents as cash against payment or LC payment.
* Forwarding Shipment Appropriation to Foreign Buyer & chasing outstanding in due date.
* Receiving the purchase copy & realization copy from bank.
* Making BRC, following EP copy from CHA submitting to Govt. authorized department to get the DEPB Licence of value.
* Confirming with Foreign Buyers whether they receive the shipment on time.

**Work Experience: M/S Al LAITH SCAFFOLDING LLC, DUBAI**

**Material Coordinator: (March 2004 to March 2010)**

**Job Profile:**

* Coordinating various kinds of logistics related information with logistics companies.
* Organizing the yard, warehouse for incoming-outgoing materials.
* Regular follow up with the Shipper and shipping companies through emails & phones.
* Coordinate with Shipping Agent for the clearing import shipment & imports charges.
* Arranging the supporting documents & transport for imported shipment & deliveries.
* Preparing purchase order for require material as per company requirement.
* Doing the **Inventory Costing** for all the stock items & creating inventory groups in system as per make, model, and type of material.
* Controlling the stock as per availability and maintaining records of sales & Rental Stock.
* Monitoring all the data entry of Goods Receipt Note, Sales Delivery, Stock Adjustment, Issue-Returns for Hire / contract Jobs. (E.g. Scaffolding, MCWP, Machines, Spares etc).
* Monitoring the Job wise material status & Machines Movement.
* Monitoring the ROI (Return on Investment) & Warranty Claims reports.
* Monitoring the Utilization, Revenue Generation & Hire Calculator reports.
* Liaison with Sales Manager, Divisional Manager, Site Supervisor about Material Cost, availability of material (Sales & Rental) & Job wise material status.

**Accounts cum Payroll Assistant:**

* Updating Payment & Receipt vouchers in system.
* Updating the Purchase Invoices (Accounting & Inventory Costing).
* Preparing Invoices for Sale, Contract & Hire Revenue in the system.
* Maintaining petty cash payments & keeping track of all petty cash expenses.
* Maintaining Cash & bank books, Bank reconciliations.
* Maintaining Accounts Payables & periodically reconciling statements with vendors.
* Maintaining Accounts Receivables & reconciling statements with Customers.
* Debt Collection – Chasing the receivable payment Local as well as overseas.
* Forwarding the documents to PRO for visa process for new employees.
* Updating the new employee details in Payroll System**. (900-Employees).**
* Updating the Time Sheet of all labours in system & preparing their Salary Slips.
* Updating the Leave Salary & Final Settlement in System.
* Opening a Bank account for all new employees & coordinate with Bank representative
* Transferring salaries & Wages of all employees to Bank every month.
* Maintaining the renewal of the expiry visa, LC & HD of all office staff & labours.
* Reporting above all the final reports to the Financial Manager.

**Work Experience: M/S PWD, Maharashtra Govt., Mumbai**

**Material Executive Assistant: (June 1997 to Feb 2004)**

* Liaison with forwarders and transporters for incoming materials.
* Liaison with the engineering and planning to identify the full scope of materials and equipment supply as per ROS (Requested on site) dates accordingly.
* Monitoring material deliveries against ROS dates, identifying potential shortage of that corrective action is taken by the relevant department.
* Preparing order and identify the materials as per specifications and requirement on site.
* Raising and analyzing material requisitions for projects.
* Reviewing and checking Receiving Reports provided by warehouse.
* Keeping track of all incoming and outgoing materials.
* Plan layout and storage of material in covered warehouse and designed laydown areas.
* Monitoring backload materials to stock.
* Assisting the Auditor for any stock – tacking.

**ACADEMIC QUALIFICATION:**

Higher Secondary Certificate (commerce) from state Board of Maharashtra, Mumbai.

Advance course in Foreign Trade - Indian Merchant Chamber Examination Passed-2nd Class

**COMPUTER KNOWLEDGE:**

Microsoft office suit, Tally-6.3, Internet & additional office ERP software.

**HOBBIES:**

Reading, Playing Cricket, Listening Business news.

**PERSONAL INFORMATION:**

Dubai Visa

Nationality : Indian

Marital Status : Unmarried

Date of Birth : 23rd, February 1978

Languages : English, Hindi, Marathi.