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CURRICULUM – VITAI

Carrier Objectives & Achievement : To seek a challenging position in a growth oriented Organization Where

I can express my creative potential and analytical mind in Conjunction with company’s goals and objectives.

Having 28 Years thoroughly deep experience in the field of purchase & store, I have spent good & valuable period among the various companies of Birla such as:- A.V. Birla & K.K. Birla.

I have worked in various different type of industries such as:- Cement, Foundry, Weaving & Process, Textile & Spinning, Copper Metal etc.

I have also experienced & well aware of plant project activities.

Education & Qualification : Bachelor of Comm. From **Rajasthan University, Jaipur in 1987**

**In Birla Group:-**

Experience : 1. As a Purchase Assistant in **M/s. Vikram Cement** (A division of Grasim

Industries Ltd.) Mumbai.

**From:- July 1987 to May 1993**

: 2. I promoted as a “Assistant Officer - Purchase & Store” & resumed

Duty in **M/s. HGI Industries Ltd** (Foundry Division), Halol.

**From:- June 1993 to July 2000**

: 3. I promoted as an “Officer – Purchase & Store” & resumed duty in **M/s.**

**Sutlej Industries Ltd.** (Weaving + Dyeing Unit), Bhilad.

**From:- July 2000 to August 2003**

**In Non Birla Group:-**

: 4**.** As an “In charge – Purchase, Store & Yarn” in **M/s. Creative Mobus**

**Fabric Pvt. Ltd, Vapi** (Weaving Division of creative group of Companies Belong to Vijay Agarwal.

**From:- August 2003 to February 2006**

: 5. As an “In charge – Purchase, Store & Yarn” in **M/s. Jai Corp Ltd,**

**Vasona.** (Spinning Division of Jai Corp Group of companies belong to

Jain Group.

**From:- March 2006 to January 2008**

: 6. As an “In charge – Purchase & Store” in **M/s. Bhaskar Power Project**

**Pvt. Ltd,** Dabhel Daman. (OEM of kirloskar Silent D.G. Set)

**From:- February 2008 to May 2009**

: 7. At present I am working in **M/s. Rashtriya Metal Industries Limited,**

Sarigam, as Manager – Purchase.

From 12.06.2009 to onwards.

Production:- Brass, Phos. Bronze & Copper Strips

Other Activities : 1. I was “Authorized Signatory” on the share certificate of M/s. M.R.P.L.

(Joint Venture of AV Birla Group & Hindustan Petroleum).

: 2. I was member of “World Class Manufacture” (WCM). This seminar

Based on “5S” Japanese coulter & manly focused on abnormality &

Wastage.

: 3. I am author of some books & have been interested towards social

Activities & Theologian.

: 4. I am also member of followings Sewa Sasthan:-

* Narayan Seva Sanshthan, Udaipur,
* Shree Gopal Gowardhan Goushala, Pathmeda Jalore,
* Indian Cancer Society, New Delhi.

: 5. I have participated in Internal Auditor Training Programme and successfully completed, which organized by M/s. International Business Centre.

Personal Information

:- Language Known : English, Hindi, Marwadi (Rajasthani), Punjabi

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Computer Expose :- Tally 9.2 Version, ERP, SAP, Excel, Microsoft, Email etc.

Thoroughly have experience in the function of purchase and store. Work details mentioned as below:---

Purchase Department:--

* Float the enquiry, receipt the quotation, preparation of rate comparison chart,
* Thoroughly negotiation with the vendors,
* Release the Purchase Order and follow up with suppliers for delivery,
* Correspondence with the suppliers,
* Time to time development of new vendors,
* Coordinate with the each department of plant,
* Make planning of the procurement of the spares as per production planning,
* Dispose of the all types of scrap such as:- MS, Wooden, Gunny Bags, Plastic, G.I. Patti & Scraps, brunt oil, oily cotton chindi, garbage, etc.
* Ready & Maintain the documents which pertaining to ISO,
* Time to time share the view among the each department for better result,
* Release the AMC of equipment’s,
* Procurement of Capital items,
* Prepare the purchase reports as per need of management.

Store Department:--

* Receipt the materials, Inspect to the materials, inform to concern department, preparation of SRN,
* Issue the materials to concern department as they need on issue pass,
* Pass the invoice and forward along with related documents to accounts department to release the payment,
* Coordinate with the each department of plant,
* Keep proper track and watch on the systems which useful to control the store inventory,
* Follow up the system of FIFO,
* Ready & Maintain the documents which pertaining to ISO,
* Prepare the store consumption reports on daily base,
* Check physically inventory time to time,
* Other store reports as per need of management.

I have basic experience in another area:-

* Voucher of daily petty cash expenses,
* Pay freight to truck driver,
* Administration,
* Housekeeping inside the plant.
* Coordinate maintain between accounts and suppliers,
* Follow up with accounts department to release the payment time to time,
* Arrangement of transportation (Logistics),
* Resolve the dispute matter if any.