curriculum vitae



**Milan**

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Objectives:

Seeking suitable position to utilize my skills and abilities with more than 6 Years of Experience in Material Procurement Department utmost for the improvement of organization.

**Career Summary:**

* More than 6 years of experience in various facets of procuring materials from national and international markets.
* Expertise in developing local vendors, reducing the cost of procurement of material.
* Working knowledge of SAP.

**Employers:**

Working as **Jr. Executive with Hindustan Zinc Limited, A Vedanta Resources Plc Group Company** From 8th June’2009 - till date.

COMPANY PROFILE:

Vedanta Resources Plc., an LSE-listed diversified FTSE 100 metals and mining company, and India’s largest non-ferrous metals and mining company based on revenues. Our business is principally located in India, one of the fastest growing large economies in the world.

Education:

**Year of passing Class Board/Univ. Percentage**

2014 Advance Diploma in Material Management ISBM, Jaipur 77%

2009 BSc MLSU, Udaipur 67%

2006 HSC BSER, Ajmer 79%

2004 SSC BSER, Ajmer 79%

Computer Proficiency:

* SAP R/3 (7.3 version) : PM & MM module
* Office Productivity & others : Microsoft Office
* Operating Systems : Windows 2000- XP/ Vista, Windows 8
* Familiarized in preparing monthly presentation slides ,graphs, various types of Statements

experience:

Jr. Executive | Hindustan Zinc Ltd

8th June 2009 - Till date

**For Procurement Management**

* Setting up the monthly procurement plan.
* Responsibility of Preparation & Execution of purchase requisitions.
* Collecting quotations from vendors.
* Procurement of Mechanical Spares & Consumables from national and international market.
* Follow up the material vigorously with the suppliers to ensure the dispatch on time for production
* Development of alternative local sources for imported spares which helps in cost saving.
* Planning and budgeting of purchase functions, involving cost estimation.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
* Verification of payment claim form based on PO and Invoice. Interaction with, Finance& Accounts Dept release the payment to the vendors as per supply terms.
* Developing reports on procurement and usage of material for top management.

**For Vendor Development**

* Conducting trainings for vendors to educate them about company’s requirements and help them in improving their performance.
* Timely clearance of payments & handling vendor inquiries.

Additional Responsibilities

* Preparation of Purchase/Service Requisition (PR) in to the SAP.
* Preparation of Request for quotation (RFQ) in to the SRM.
* Preparation of Comparative Statement.
* Preparation of Service Entry Sheet (SES) in to the SAP.
* Preparation of SIV to issue of material.
* Arranging inspection of items by user Department.

PERSONAL STRENGTH:

* Good communication skill
* Adaptability and Flexibility
* Team Player

Technical and safety trainings:

* Refresher Course in Process Engineering at Birla Institute of Tech & Science, Pilani.
* Safety Training attended at CLZS, Rajasthan and SIIL, Tuticorin.
* Attended internal Training of SAP R/3 (end user).
* First Aid and Fire Fighting Training at Dariba Smelter Complex,Dariba,Rajsamand

INDUTRIAL TRAINING (Foreign):

* Undergone 30 days of Industrial training at **Shui kou Shan Smelter, SKS city, CHINA**

INDUSTRIAL training:

* Six Month Training at **STERLITE INDUSTRIES-COPPER DIVISION Tuticorin**

Project and commissioning:

* Worked at Dariba Smelter Complex-Lead Project (among the largest zinc-lead smelter complex), Rajsamand District, Rajasthan.
* I worked as a part of Lead Smelter Task Force, and looked after the Erection and commissioning activities at Primary smelter. (RMH, RMP, SKS). Supervise all the construction and erection work at site and involved with these jobs.

Achievements:

* Appreciated and awarded through “**Urja Card**” two times for best performance.
* Worked as a part of **Lead Plant *Commissioning Team*** in Primary Area. Completed successful commissioning.

Personal information:

Date of Birth: 21 Nov. 1989

Sex/Age: Male / 26 years

Marital Status: Married

Nationality: Indian

Languages Known: Hindi, English

I hereby declared that all the information furnished above is true to the best of my knowledge.