Mohammad

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**Career Objective**

To pursue a career with a dynamic organization in which my present and prior experience and personal skills will be fully utilized as a Buyer / Junior Buyer.

**Work Experience (≈ 3 Years)**

* **Designation : Buyer/ Assistant Buyer**
* **Company: Electronics Limited, India**
* **Duration: From June 2013 to till Date**

Videocon is an industrial conglomerate with interests all over the world, and is a Indian multinational company. The group has 17 manufacturing sites in India and plants in China, Poland, Italy and Mexico. It is also the third largest picture tube manufacturer in the world. The group is a USD 4 billion global conglomerate.

The largest consumer electronic and home appliance companies in India. Since 1998, it has expanded its operations globally, especially in the Middle East.

**Job Responsibilities:**

**Procurement:**

* Reporting directly to the Chief/ Senior Buyer, assist with vendor selection and bid evaluations.
* Purchasing that materials and services from right/ reliable supplier and delivered in the right quantities & qualities, to the right locations, and at the right time and will have to satisfy in broad sense of expected level of performance in accordance with the required quality specifications.
* Receiving purchase requisitions from the different departments and floating the RFQ to approved vendors.
* Follow up potential suppliers for obtaining the quotations, datasheet, MSDS & drawings and maintaining official secrecy during decision making phase.
* Trying to make agree to vendor for the deal which most suitable for the company.
* Follow up with the suppliers for the delivery to meet the committed delivery date and ensure expedite delivery of goods to end users.
* Maintains computerized procurement records (different logs) and communications etc.
* Arrange expedited shipments to prevent unscheduled manufacturing downtime.
* Process all purchase orders for Engineering, Maintenance and Stores Departments,
* Assist the Chief / Senior Buyer on special projects focused on cost reduction initiatives and process improvement.
* Contact suppliers to resolve missed deliveries, short shipments and pricing discrepancies.
* Follow the department policy and procedure.

**Qualification**

* **Bachelor Degree in Electronic &Instrumentation Engineering (B.Tech) -** Year from 2010 to 2014.
* **IATA Approved DGR Goods Training** from **GCAS Abu Dahbi** (Gulf Centre of Aviation Studies)
* **College/ University:** Amrapali institute of Technology&ScienceHaldwani, Uttrakhand (UTU Dehradun)
* Three months **M.S OFFICE diploma** from IFCA Computers Kashipur, India.
* Three month **AUTOCAD diploma** from IFCA Computers Kashipur, India
* One month **PLC (Program Logic Control)**training from Central Government Approved Institute (ESTC Kaniya Ram Nagar, UK).

**Extracurricular Activities**

* Very good word processing skills, including spreadsheet (Ms-Office) and Hardware troubleshooting.
* Ability to work under pressure, independently, minimum supervision and in organizing way.
* Hard working and target oriented person I am fully committed towards my job

**Innovation**

* Flexibility/Adaptability, Analytical Thinking, Decision Making, Planning, Quality Focus, Teamwork, Business Awareness

**Strength**

* Demonstrates strong leadership qualities.
* Pays close attention to detail.
* Manages time effectively.
* Communicates instructions clearly and effectively.
* Works well with a team.
* Demonstrates proficiency in use of inventory software and Microsoft Office.
* Demonstrates solid problem-solving and analytical skills.
* Ambitious and enthusiastic business professional dedicated to providing outstanding customer service and cost control. Detail-oriented, processes a high volume of purchase orders with a commitment to accuracy.
* Enthusiastic team player.
* Readily establishes positive relationships with multiple stakeholders. Creative thinker, focused on bottom-line results.
* Contributes to procurement cost-reduction initiatives.
* Excels in multi-tasking and prioritizing work assignments.
* I possess a nice acclimatizing nature. My assets are strong relationship with people, discipline honest & sincerity in my efforts.

**Personal Profile:**

Date of birth :June 27, 1992

Nationality : Indian

Marital Status : Single

Language Known : English,Hindi& Urdu