resume

**RAVINDER**

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### Brief

I am a post graduate in management**, (MBA with 64.32%)** from **Graduate School of Business & Administration**, **Delhi having total 11 year experience 6 year in Structural Steel Purchase in UAE ,Salalah , Oman and 5 year in sales in india**

**Desire**

Want to lead the industry in all its fronts i.e. Purchase with my full Potential & understanding to realize the organizational goals along with my own goals.

**Academic Qualification:-**

**- MBA** from **Graduate School of Business & Administration**, **Delhi**

**- B.Sc Ag. (Hons.) from MDS University, Ajmer Raj. in 2000 with 67.4 %.**

**Computer Exposure:-**

**- MS OFFICE: - Ms Word, Excel, Power Point**

**- Installation of software’s, Internet browsing, down loadings,**

**- Emails attachment sending etc, scanning, printing etc, making delivery notes and invoices.**

**- AUTO CAD 2 D & 3 D (Completed 2 Months course )**

**- TALLY , ERP -Making Purchase Order in ERP and TALLY. ERP 9**

**Since 2015 To till date**

I am working as a **Purchase cum sales officer** in **Modern Ajman Steel Factory Ajman,UAE**

**Company Profile : Steel Fabricator and Trader**

It is fabricating oil and water tanks, beds, trunks, scaffoldings and It is biggest importer and trader of all type of structural steel products like - GI ,PPGI,HR,CR Coils ,Pipes plates and sheets from korea and china and beams from local market .

**Job profile :**

I am purchasing all type of structural steel from local market for the products which are not available with us and Getting inquiries from clients and preparing quotation and sending them to the clients and then following for the order and

**Since 2013 To 2015**

I worked as a **Procurement officer** in **Dhofar Steel Structure , Oman**

**Company profile :** Company is doing **Fabrication of all type of Structural Stee**l **for oil and Gas ,Power Plants and warehouses** and **None Structural items like handrails etc.**

**Products purchased from UAE , Oman and China are as Following:-**

**STEEL**: All type of Structural Steel ( HEA, HEB UB , UC, IPE, PFC,UPN, RHS, SHS,CHS, MS Plates,GI Sheets,PPGI Sheets, HR and CR Sheets

**Anchor Bolts** : GI & HDG with grade 4..6 & ASTM A 36

**Paint** : Jotun ,sigma brands

**Fasteners** : GI & HDG with DIN Standard grade 8.8 & ASTM A325-Make SWENN USA

**Purlins :** Z &C Purlins-GI Mill Finish

**Cladding** : Roof and Wall Sandwich Panels and Profile Sheets

**Erection -Subcontractor :** Appointed sub contractor for Erection and cladding works

**Purchasing Process :-**

* Receiving **approved MR**(Material Requests )
* Making inquiries and sending to different supplier in uae and china and getting best prices
* Making **price comparisons**
* **Checking budgets and negotiating with suppliers** for the best price
* Getting approval from the General manager for the best price
* **LPO preparing**  and sending it to the supplier in uae with best quotation and continuously following up until the material is received to avoid the fabrication stop due to delay of supply of material.
* Making good contacts with supplier and getting best credit facilities
* **Supplier evaluation and Re-Evaluation for as per system defined in ISO 9001**

**Material purchased for following projects:**

* **Salalah Garden**
* **Oman Pharma**
* **British Petroleum**
* **Oman Oil-GPS**
* **Salalah port**
* **Salalah -Airport**

**Past :- (Since 2012 To 2013)**

I worked as a **Procurement officer** in **Suvadh Metal Structural Manufacturing L.L.C( Dolphin Construction LLC ) Dubai ,UAE**

**Company profile :** Company is making **Civil** ,**Structural Steel Buildings** and **None Structural Metal Works like MS steel, Galvanized steel Handrails, railings, cat ladder .**

**Material purchased for following projects:**

* **AL RAWABI DAIRY,**
* **DEWA,**
* **DUBAL,**
* **EMARATE TRANSPORT,**
* **ALI & SONS,**
* **RAK CEMENT,**
* **DYNA TRADE**
* **MODEL SCHOOL**

**Products purchased: As Following:-**

**STEEL**: All type of Structural Steel ( HEA, HEB UB , UC, IPE, PFC,UPN, RHS, SHS,CHS, MS Plates, & Non Structural steel

**Anchor Bolts**: GI & HDG with grade 4.6 & ASTM A 36

**Paint:** Jotun ,sigma brands

**Fasteners :** GI & HDG with DIN Standard grade 8.8 & ASTM A325-Make SWENN USA

**Purlins:** 202 Z 20 GI

**Cladding :**Sandwich Panels and Profile Sheets

**Civil& MEP :** Concrete ,Blocks, Inter locks, BRC Mesh ,cement ,deformed bars , Ply wood & white wood ,black sand ,white sand ,sweet water , salt water, cables ,Upvc pipes & Fittings , electrical accessories , tube lights & fittings ,wash basin ,WC, Shataff ,water cooler , waste skips or garbage trolley,

**Hardwares & safety items** :welding roads, Binding wires, all type of nails ,hammers, cutting disk , grinder disk , diamond cutting disk, All type of drill bits ,pvc buckets, nut & bolts , safety shoes ,safety jackets, cover all, warning tape, safety belts with certificate.

**Tools**: Grinder Machine, Drill Machine, Welding Machine

**Hired machineries**: Trailors , recovery , load all , Main lift ,Generator , Air compressor,

**Past :- (Since 2008 To 2011)**

I worked in **Golden Metal Contracting L.L.C. Sharjah**, UAE as Purchaser

Products: Structural and None Structural Metal Works like stainless steel, galvanized steel, aluminum, cast aluminum ,wrought iron Handrails, railings, canopy, cat ladder , grating for air well and boundary fencing and glass works.

**Products purchased:**

**1. Stainless Steel: SS Pipe , Angle , Flat Bar, Round Bar With Grade 304 , 316,**

**Finish mirror finish, for pipe polish , ss sheet with hire line finish,**

**2. Galvanized Steel: Gi Pipes, Angle, Sheet, Flat Bar, Round Bar,Gi Grating,**

**3. Mield Steel (Ms ) : Ms Pipe , Ms Sheet, Ms Round Bar,Ms Angle ,Ms Squire Tube , Ms Rectangular Tube ,Ms C- Channel, I- Beam, H –Beam, Ms Hollow Section With Big Size 250 X250 X12 M,**

**4. Aluminum:** **Aluminum pipes, aluminum tubes, aluminum round bar, some time Aluminum profiles,**

5. **Glass**: **perforated glass with different sizes with hole drilled**

6 . **Argon gas , oxygen gas acetylene gas and gas cylinder with other accessories**

7 . **Paint**: **with diffent ral colors i.e 9001,7021**

**8. Nut Bolt And Washer; GI ,HDG with DIN Standard grade 8.8 & ASTM A325 , MS , chemical, SS with gade 316,**

9. **Small Tools : Grinder Machine ,Hilti Machine , Drill Machine, Cutter,Cutting Disk,Grinder Disk, Flap Disk, Majun , Car Paint ,Safety Belts,Safety Shoes , Jacket, Welding Rod For SS And MS ,**

**SUPPLIERS: purchased from all reputed suppliers with low price, having contact for galvanizing and sand blasting supplier.**

**since 2003 to till** 2008

**Worked as a Area Sales Manager in Setia Plastic Industries, Delhi-52**

**Products :** Conduit Pipe, uPVC Sanitary Drain Pipes, uPVC Pressure Pipes, uPVC blue plumbing pipes for drinking water, uPVC Electrical casing ‘n’ capping also known as PVC pipes.

**Job Profile**:

To visit dealers & wholesalers In all Delhi & NCR to get order , payments and promote the product by giving them display material like stickers, Banners & Glow sign Boards and samples To meet builders ,architect, plumbers and electrician in order to promote our products

To find out the Marketing strategy of our competitors.

To compare the price variance & quality variance with our products

**Hobbies**: driving, Watching comedy movies in free time,

**Personal Details**

Native Place : Rajasthan,india

Date of Birth : 07-07-1978

Nationality : Indian

Languages Known : Hindi, English , Punjabi ,Arabic ,Urdu

Marital Status : Married

Place: (RAVINDER)