CURRICULUM VITAE



SHRIPAD

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**PROFESSIONAL SUMMARY:**

Visionary and goal – oriented with 24 years of progressive diversified experience in the Production Planning, Stores, Customer Service, Purchase, Marketing, Costing, vehicle management, logistics and field with strong planning, developing and managing edge solution to execute activities leading to development and the profitable growth of Organization.

**CAREER OBJECTIVE:**

To pursue and excel in the Procurement and supply chain management field and to work in progressive and challenging environment that will utilize my potential for further growth of my career.

**PERSONAL DETAILS:**

Date and Place of Birth: 12-10-1972, Nasik, Maharashtra (INDIA)

Visa Status : Residence

Languages known : Marathi, Hindi, English

**EDUCATIONAL QUALIFICATION:**

* **Higher Secondary -From S.G.Patil Arts, Science, Commerce College Sakri ( Pune University Maharashtra, India )**
* **Bachelor Degree - B.Sc. Physics from Pune University, Maharashtra, India with 68 % (In 1992)**

**COMPUTER:**

Diploma in Computer Application- 1 year course from Unique Computers Nasik

Conversant with: Microsoft windows, Microsoft Excel, Microsoft word, FoxPro, Peachtree, ERP-SYROS

NIAGARA CETRAL – Well -versed with Tridium Niagara Central Portal for open license procedures.

**TRAINING:**

**Course – Course on problem solving using 5 Whys, 8D and Six Sigma**

**Training Institute – Torque Management Services Pvt. Ltd.**

**Training Period – 4 days.**

**SPECIALISATION:**

Production Planning, Inventory Control, Purchase, administration.

**KEY SKILLS:**

* Vast experience of working with a range of external suppliers.
* Ability to identify and implement new procedures and processes.
* Excellent judgement and decision-making.
* Implementing Standard Operating Procedures within the warehouse.

**PERSONAL STRENGTH:**

* Developed strong relation with suppliers as well as customers. Strong Co-ordination developed with each department.
* Highly self-motivated, Objective oriented, honest, friendly, to work with team-oriented spirit and work under pressure.
* Ready to achieve any work assigned.
* Multitasking – Handling of more departments at a time ( Store, Purchase, Transport, F & B )
* 24 Years work experience.

**PROFESSIONAL EXPERIENCE:**

PRESENT JOB: Feb 2004 to till Date (12 Years)

Working with PACIFIC CONTROL SYTEMS L.L.C, Dubai as a “Sr. Manager – Stores & Purchase”

* **Worked as a Store Keeper for two years ( 2004 to 2006 )**
* **Worked as a Store & Purchase In Charge two years ( 2006 to 2008 )**
* **Worked as a Manager – Stores & Purchase for 4 years ( 2008 to 2012)**
* **Working as a Sr. Manager – Stores & Purchase since 2013 to till date**
* **Working as a Transport In charge ( Additional Responsibility ) for 7 years 2007 to 2014.**

Job Profile:

* Overseeing the supplies and Store.
* Receipt and issue of items required for project as per Bill of Quantity
* Preparation of Procurement Requirement as per Bill of Quantity for various projects.
* Responsible for maintaining inventory for ongoing project and records of status of each project.
* Delivery of items to the site as per requirement.
* Responsible for checking of incoming goods as per purchase order specification. Preparation of Enquiries for local purchase as per indent.
* Check the status of Material required for projects.
* Take initiatives to improve department organizational structure, policies and procedure
* Planning of purchase functions, by floating inquiry to vendors against material requisition.
* Responsible for new source development, negotiating price, vendor evaluation according to performance of vendor.
* Obtaining the quotations, review of quotations, preparing comparative statement, negotiating price and other terms & conditions.
* Finalizing the terms & conditions with suppliers & creating purchase orders & related documents for the items negotiated.
* Giving schedule of delivery to the vendors, follow-up with them to deliver the material in time.
* Expedited purchase orders by identifying and resolving vendor or shipment problem.
* Finalize forwarders for shipment, check freight and custom duty calculation, ensure correctness of the same and approve for payment.
* Take initiative steps for movement of shipment. Coordinate with accounts to make arrangement of funds for clearing shipment.
* Take initiative to in developing of new supply sources, investigating supply sources, conducting price cost analysis.
* Responsible for ticket booking and hotel arrangement for business travel.
* Responsible for ticket booking for employees going on annual vacation.
* Additional responsibility of overseeing of Transport and Canteen Department.

Work Experience: 9 years (1995-2004) at Fibre Foam (Bombay) Pvt. Limited, Sinnar, and Nasik.

* **Worked as a Planning Assistant for six months in 1995**
* **Worked as a Planning Officer for 8 years**
* **Recruited as a Purchase- Planning officer for 3 years**
* **Worked as Sales Officer for 1 year**

Job Profile:

* Production planning with the help of Sales Department & as per market requirement.
* Dispatch planning as per Sales order and Debtor Position.
* Preparation of tenders and costing of various products launched by company, time to time revision of prices by considering increase or decrease in input raw material cost.
* Inventory control of finishing products and raw material.
* Purchase planning as per production planning.
* Daily follow-up for work instructions given to every department.
* Keeping close watch on Dispatches, Inventory, Order Level, Debtors Position.
* Timely execution of Sales order as per requirement and preparation of dispatch schedule accordingly.
* Also looking after Purchase as additional responsibility.
* Preparation of M.I.S. Report.

Worked as “Store Keeper” with M/s. B.M.Chapalkar & Co. at N.T.P.S. Eklahare Nasik for 3 years (1992 –1995)

Job Profile:

* Receipt, issue and inspection of material.
* Preparation of delivery orders and Invoice.
* To maintain the material stock position according to the requirement.
* Preparing material requisitions, Goods Receipt Note.
* Additional responsibility of preparing staff’s time sheets.

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