*Prince*

**Visa Status:** Residence Visa (Company Sponsorship)

**Visa Expiry Date:** Dec’ 2019

**Write to: prince.369878@2freemail.com**

**Objective** Looking forward for a challenging and enriching role in the field of procurement and strengthenthe overall organizational performance that drives towards growth.

**Profile** I am an enthusiastic, self- motivated and reliable professional with outstanding communication andinterpersonal skills. I am proactive and friendly with a high logical approach to challenges and can perform effectively even under trying situations. A quick learner, dedicated in achieving consistency going one step ahead in meeting deliverables, can multi-task and serve as a good team player.

**Professional Skills**

* Negotiation skills
* Relationship Management
* Strong quantitative and analytical ability

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| **Technical skills** |  |  |  |  |  |
| SAP (MM) & (BW) | - | End user |  |
| MS office | - | All MS-office packages |  |
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| **Employment History** |  |  |  |

*Dec 2016 - Present*, as Purchasing Assistant at**Robert****Bosch****Middle East FZE – Dubai, UAE.**

**Industry** **-** Automotive Aftermarket, Power tools, Drive & Control and Security Systems

**Responsibilities**

* Supplier Sourcing & Management (qualification, selection, evaluation, development, classification) to obtain and develop the best suppliers and ensure transparency
* Contact relevant Supplier for quotes, negotiate and initiate purchase
* Contract creation & maintenance as per Procurement guidelines
* Developing positive vendor relationship aligned to business
* Analyze price proposals and other information to determine reasonable price
* Participating in supplier meeting to discuss about the product specifications
* Ensuring all purchase requisition have the requisite documentation and approvals, prior to purchase orders being issued to suppliers
* Purchase order creation and delivery follow-up
* Vendor Registration & Maintenance at SAP
* Coordinating with Finance department for payments
* Plan, monitor and report relevant KPI to contribute to the success of the business and make results transparent to the Management
* Making sure all purchases are made for the best quality at the best price to obtain highest feasible savings in Compliance with Company guidelines
* Ensure that all departmental files and back-up records are updated and well maintained

*Aug’12 - Jun’16*, at**Robert****Bosch****Engineering and Business Solution Ltd**–**Coimbatore, India**. Workedextensively as a Business Process Executive in Supply Chain Management into various functionalities of Procurement & Logistics.

**Industry** **-** Automotive (AA, AE, GS), Power tools, Drive & Control

**Project Migration**

* Successfully completed new Project migration & Conference at Customer location – **Bosch** **Rexroth,**

**Germany (Lohr am Main), Sep 2015**

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| **Trainings attended in Bosch** |  |  |
| ****Supplier Orientation (Handling) | ****Leadership & Team Handling Workshop |
| ****Email etiquette, Presentation skills | ****Risk Management, Stress Management |
| ****Advance Excel training & MS Office Usage | ****Time Management |

**Achievement**

* Three times star performer of the department
* Appreciation from the customers for the quality and on time delivery

**Educational Qualification**

* B.Sc.(Nutrition, Diet. & Food Serv. Mgnt.) - 56% **(PSG College of Arts and Science, Bharathiar University)**

|  |  |
| --- | --- |
| • Diploma in Computer Application | - A Grade **(Computer Software College)** |
| • | HSC | - | 71.6% **(State Board - Stanes A.I. Hr. Secondary School)** |
| • | SSLC | - | 71% **(Anglo Indian Board - Stanes A.I. Hr. Secondary School)** |

**Co-curricular activities**

* Represented Stanes A.I. Higher Secondary School at Divisional Level Hockey Tournament.
* Represented PSG CAS at University level Hockey Tournament
* Member of Corporate Social Responsibility & Nature Club at RBEI
* Represented RBEI for Corporate Football Matches

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| **Personal details** |  |  |  |
| Date of Birth | : | 7th Dec 1990 |
| Gender | : | Male |
| Nationality | : | Indian |
| Marital Status | : | Single |
| Linguistic Skills | : Business & social capability of English & Tamil |
| Strengths | : Good communication skills, Quick learner, Optimistic, ability to adjust with |
|  |  |  | people and firm believer of smart work. |

**Declaration**

I do hereby declare that, the above furnished details are true to the best of my knowledge and belief.

Place:

Date: [Prince]