**Pardeep**

**Pardeep.370904@2freemail.com**

**Career Objectives:-**

I want to work with an Organization where I can fully utilize my management skill, analytical abilities and functional knowledge to achieve Organization goals and objective. I believe in leadership, teamwork and commit it through positive contribution in implementation of quality work.

**Professional Experience:**

Work experience at Indosaw Industrial Products Pvt Ltd Ambala Cantt as an Sr. Purchase Executive since June 2013 to March 2017.

**Job Responsibilities:**

* Handling daily purchase enquiries from various departments of the organization.
* Request for information (RFI) from suppliers.
* Request for quotation (RFQ) from different suppliers.
* Receive quotations and discuss with concern department.
* Daily work on purchase orders (PO).
* Selection of suppliers and negotiate with them.
* Contract with successful suppliers.
* Send purchase order to selective suppliers.
* Follow up with suppliers.
* Receive ordered goods and match with order (Goods receipt notes)
* Return miss match goods.
* Send the invoice bills to account department and release vendors payment.
* Vendor relationship management.
* Work on big data.

**Professional Qualifications and Training:**

* CPP Certified procurement professionals ( Pursuing) from IIPMR (International Institute For Procurement And Market Research).
* MBA from Kurukshetra University Kurukshetra. (2011-2013)

**Academic Qualifications:-**

* B.COM from Kurukshetra University Kurukshetra. (2008-2011)
* Higher Secondary Certificate (Standard XII): from Mukamd Lal National S.S. School, Radaur H.R. affiliated to the H.B.S.E. Bhiwani.

**Extra Curricular Activity:-**

* Participation in Tilak raj chadha institute of management and technology held at Yamunanagar in 2012, secured Position in “Management game” making Competition.
* Donated blood In TIMT blood donation camp held in March 2012
* Played for Block. cricket Team In 2007

**Personal Details:-**

Comprehensive problem solving ability, positive attitude, coordinating ability, facilitator & hard work, quick learner in target oriented and agile nature.