

AJIT KUMAR

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Profile: 9+Years Experience Purchase, Procurement Planning & New Vender Development

CORE SKILLS

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|---|--|
| » knowledge of localization and Vender development sytem. | » procurement planning & forecasting of RM/BOP |
| » knowledge of procurement of spare & consumable items. | » Communication & Inter Personal Skills |
| » Vendor selection & development. | » Work hard & smartly. |
| » Negoniation. | » Ability to Take Up Responsibilities |
| » knowledge of Capex & Opex procurement. | » Strong Ability to Lead & Motivate a team. |
| » Excellent in SAP system | » Deliver results under any Situations. |
| » MRO Procurment | » Biding/Auction |

WORK EXPERIENCE

1. HIL Limited (Hyderabad) as Assistant purchase manager

Jan, 24 To Present

Responsible for

- RM planning & Procurement.
- Inventory control.
- Trading materials procurement.
- Daily follow up for timely delivery.
- PR/PO tracking
- Procure to pay.
- Biding/auction.

2. Astral Limited. (Ghiloth Raj.) as Purchase Executive

Oct, 18 To Jan, 24

Responsible for

- Create general, capital, service, Purchase return & subcontracting PO.
- Develop local sources for consumables, spares & packing items.
- Process quotations & comparison.
- Do Negotiation.
- Develop specific & genuine vendor for specific items.
- Follow up with vendors for timely delivery.
- Procure items timely, with good quality at reasonable price.
- Tracking of transit items on daily basis.

- Procure & accomplish, project related items & services.
- Evaluate vendors performance
- Inventory control.
- Maintain min.& max.
- Maintain good relationship between organization & vendors.
- Process payment of vendors as per terms & condition.
- Make DPR for advance payments.
- Capex & Non-Capex purchasing.
- Vendor reconciliation.
- SAP MM module.

2. Meenakshi Polymers Pvt. Ltd. (Neem. Raj.) as Purchase Executive

Aug, 18 To Oct, 18

3. Dipty Lal Judge Mal Pvt. Ltd. (Bhiwadi Raj.) as Purchase Engineer

Sekisui DLJM Molding Pvt. Ltd. As a Volunteer

{JV company of Sekisui (Japan) & Dipty Lal Judge Mal (DLJM)}

June, 15 To Aug, 18

Dec. 16 To June, 17

Responsible for

- Planning of RM & BOP for successfully fulfil customers demand.
- Provide vendors forecast & schedule monthly demands of BOP.
- Procure RM against customer demand and make inventory for next month.
- Regular follow up for timely delivery.
- Evaluate vendor's performance.
- Vendors audit.
- Costing of BOP items.
- Make documents for customers audit & certification of ISO/TS OHSAS.
- Clear internal audit & closing NC.
- Making PO.
- BOP part & packaging development.
- Audit of BOP & packaging vendors.
- Regular touch with key suppliers.
- Rejection send back to suppliers & provide them debit note for same.
- Tracking of transit items on daily basis.
- Monitoring procurement against monthly scheduled
- Negotiation.
- Internal audit and NC closing.
- Sample inspection feedback/improvement feedback to suppliers
- PPAP Doc follow-up with suppliers
- Member of Localization and VA/VE team
- Interaction with Key suppliers for executing the order timely & controlling of inventory.

ACADEMIA

- **B.TECH. Mechanical** from SHARDA UNIVERSITY with 62% in 2011-2015.
- Senior secondary from BSEB with 66% marks. In 2010
- Secondary examination from BSEB with 74% marks. 2008

Achievements

- Represent purchase department to achieved ISO/TS-16949:2009, ISO 14001: 2004 & OHSAS 18001: 2007 in DLJM
- Had been looking over all purchasing (RM, BOP & consumable) of DLJM & Sekisui DLJM for nine months (Dec. 16 To June, 17)
- Successfully lead purchase department for both company Sekisui DLJM (P) ltd. & Dipty lal judge mal (P) ltd.
- Cost reduction in fastener items & corrugated box in DLJM.
- Since Astral Ghiloth is a new plant so, Develop all types of required vendor for smooth production.
- Successfully procure materials for installation DWC (Make-Corma), Roto molding (Na-roto & Reinhardt) & Blow molding (Make -china)
- Successfully procure various capex in Astral line Utility machines, Eot crane, granulator, Mixer, DG sets, Cctv & electrical & mechanical work.

TRAININGS ATTENDED

- SAP MM Module Training
- 5 s training
- Continual Improvement and Kaizen training
- Health & safety Training
- GST Training
- Communication

IT SKILLS

- SAP, Tally, ERP, MS Office, outlook & Internet

SALARY

- Current CTC :- 6 Lacs
- Expected CTC :- 6.5 Lacs

PERSONAL DETAILS

Date of Birth: Dec 10, 1993
Languages known: Hindi and English
Marital Status: Married
Father Name: - Vijay Prasad, Occupation: - Business
Home town: City-Garkha, Dis.-Saran, State-Bihar, Pin- 841311

Date : 21.02.2024
Place : Hyderabad

(AJIT KUMAR)

