

# CURRICULUM VITA

## **HIMANSHU**

H.NO- 1/10498 Ground Floor

Behal Gali Shahdara Delhi.

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### **CAREER OBJECTIVE:**

To use my potential for the benefit of the organization. To work with an organization that provides an opportunity to show my ability and gives me environment to develop my skills.

### **QUALIFICATION:**

- **10Th passed** from CBSE
- **12th passed** from CBSE
- **B.A(Graduation)** from Delhi University
- **Master (Master of arts)** 2<sup>nd</sup> Year pursuing from IGNOU- Delhi
- Computer knowledge. (Windows, MsWord, Ms Excel, Ms Power Point, Internet. MicrosoftOutlook)

### **EXPERIENCE**

#### **September 2022 To Current Period**

**Current Company:** Cosmo Filex Pvt Ltd.

**Designation:** Purchase Executive.

**WorkProfile:** The company offers a total solution for various reagents and instruments used for research in healthcare and life science research institutes.

- a) Daily follow-up of delivery with supplier/vendor as per as schedules.
- b) Stock keeping at store.
- c) PO tracking as per share of business.
- d) Resolving quality issues with suppliers.
- e) Loading & unloading supervision.
- f) Documentations work for purchase done.
- g) Negotiate with vendor.
- h) Research potential vendors.
- i) Compare and evaluate offers from suppliers.
- j) Track orders and ensure timely delivery.
- k) Review quality of purchased products.

- l) Enter order details (e.g. Vendors, quantities, prices) into internal databases.
- m) Maintain update records of purchased products. Delivery information and invoices.
- n) Prepare reports on purchases, including cost analyses.
- o) Monitor stock levels and place orders as needed.

### **December 2021 To August 2022**

**Past Company:** DR. SHROFF'S CHARITY EYE HOSPITAL

**Designation:** Purchase Executive.

**WorkProfile:** Head Office & Medical & Lab Equipments and Reagent.

- a) Make the purchase orders.
- b) Purchase all department materials (Antibiotics, maintenances reagent, chemical for equipment and all type kits.) urgent basis.
- c) Check all purchase emails and make a reply to customers & all working sites on top priority.

### **September 2018 To November 2021**

**Past Company:** BELLSTONE HITECH INTERNATIONAL LIMITED

**Designation:** Purchase Executive.

**WorkProfile:** Head Office & Industrial Equipments & Surgical item, medical /lab Equipments.

- a) Preparing purchase orders
- b) Make a quotations
- c) Check all emails (Purchase Departments) and make a reply to customers & all working sites on top priority.
- d) Full-fill daily to daily purchase requirements one site to another sites on urgent basis.
- e) Arrange all types of material in to old & new delhi local markets regarding our sites requirement

### **STRENGTH**

- Enjoy Work Which Create Interest & Passion To Complete It.
- Do Work With Full Of Knowledge & Enthusiasm.

## PERSONAL INFORMATION

**Name** : Himanshu  
**Fathers Name** : Mr. Gurcharan Lal  
**Date of Birth** : 01- 07-1998  
**Nationality** : Indian  
**Sex** : Male  
**Marital Status** : Unmarried  
**Languages Known** : English, Hindi  
**Hobbie** : Reading books, Playing cricket, Listening Music

**DECLARATION:** I hereby declare that all the above-mentioned information is true and correct to the best of my knowledge.

**Place:** -----

**Himanshu**

**Date:** -----