

## Curriculum Vitae

To  
The HR Manager,

Date: 21/08/2019

**Sub :** Application for the post under Procurement.

Dear Sir/ Madam,

I am looking for a suitable position in the areas of “**Procurement**” in a rewarding and challenging environment. I did my **Post Graduate MBA** with specialization in Finance. And I have completed graduation in BBA.

Presently I am working as an “Executive (Purchase)” in **Jindal Drilling & Industries Limited in** Procurement department.

My interest in the work has rooted me from a strong commitment for development sector with sense of professionalism, dedication to organizational responsibilities. I am sure that my strong background and related work experience will enable me to meet the demand and to channelize my skills to meet the organization goals.

Thank you in advance for your time to review my application and I appreciate your consideration and look forward to hearing from you shortly.

Thanking you,

Yours

Sincerely,

Roshan Thakare

# Curriculum Vitae

**Name: - Roshan K Thakare**

**Email id:-[roshanpatil.thakare@gmail.com](mailto:roshanpatil.thakare@gmail.com)**

## **Career Objective:**

Real success is finding our lifework in the work that we love .To pursue a rewarding career in Business and General Management where my varied skills can be profitably utilized to achieve corporate objectives.

## **Career Profile:**

1. **Shriram Transport Finance Company Limited, Amravati** – From June 14, 2013 to 31 Jan 2014 as an **Executive** (Product).

## **Experience Summary:**

- Responsible for Provide Loan for Used and New Vehicles to Customers.
  - Responsible for Verified Documentation / KYC for Customers.
  - Responsible for Monthly Collection against Provide the Loan for Customer Vehicles.
  - Develop and manage ethical relationships with customer to ensure the availability.
2. **Jindal Drilling & Industries Limited, Mumbai** – From June 09, 2014 to till date as an OFFICER (Purchase).

## **Experience Summary:**

- Responsible for procurement of consumables / spares /safety for offshore Jack up Rigs (Rowan Louisiana, Virtue-1, Discovery-1 & Jindal Star).
- Handling Local / Import Invoice Processing to Accounts Department of Rig Discovery-I, Virtue – I, Jindal Star, Rowan Louisiana & Based office.
- Responsible for Vendor Evaluation every quarterly basis (Audit Purpose).
- Also responsible for procurement of general consumables/ Stationery for Office use.
- Previously handled Logistics activities of all Rigs.
- Reporting to Rig Managers regarding critical spares procurement to ensure smooth drilling activities.
- Review and gain approval for improved purchasing procedures and practices in order to achieve enhanced effectiveness and efficiency of operations.
- Responsible for Weekly Purchase /Ordering Status Reports /Monthly expenditure reports.
- Participation in supplier progress meetings, quarterly reviews and commercial meetings.
- Working on ERP - NAVISION 2009.
- Responsible for Purchase Cycle (MR-RFQ-PO-GR-IV). Invoice verification, Vendor payments.
- Responsible for day-to-day procurement support to Operations Team on priorities of requirement.
- Develop and manage ethical relationships with suppliers to ensure the availability.
- Guide and motivate buyer performance and effectively resolve more complex purchasing problems escalated by them with an appreciation of the cost-effectiveness of solutions.
- Responsible for new vendor development, Vendor registration, Vendor evaluation & Documentations for Audit purpose.

**Education Qualification:**

Sr. No	Examination	Board/University	Year of passing	%Marks / CGPA
1.	S.S.C	Amravati Board	2005	56.93%
2.	H.S.C	Amravati Board	2007	74%
3.	B.B.A	S.G.B.U Amravati University	2011	61%
4.	M.B.A (Finance)	S.G.B.U Amravati University	2013	CGPA (up to 4 <sup>th</sup> semester) 7.55/10.0

**Additional Qualification:**

- C.C.C
- Typing English 30 w.p.m
- Typing English 40 w.p.m
- Typing Marathi 30 w.p.m
- Stenography

**Extra Curriculum Activities:-**

- Participate in **TECH-KNOW XPERT 2012** events Certificated (Registration committee) at P. R. M. I. T. & R. College Badnera.
- Participate in **National Level Competition 'Paper Presentation' (TECHNO-KNOW EXPERTS 2013)** at P. R. M. I. T. & R. College Badnera.

**Technical Skills:**

- ERP- NAVISION 2009 & 2012.

**Personal Details:****Gender:** Male**Marital Status:** Single

Mob no.: 09730664054

**D.O.B.:** 22-11-1989**Language Proficiency:** English, Hindi, Marathi**Permanent Address:-** At Post Haram, Tq Achalpur Dist. Amravati-444806.**Declaration:**

I consider myself to be a highly self-motivated, confident and adaptive person who believes that commitments should be fulfilled under all circumstances. Given an opportunity, I am confident that I will prove to be an invaluable asset to any organization that chooses to place confidence in me.

**PLACE:** Mumbai**DATE :****(ROSHAN THAKARE)**