

Rohan Anil Jagtap

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Successful at Locating Vendors, building relationships and monitoring performance.
Able to set up favourable contracts and keep supplies moving at a steady pace. Good
Record keeping having SAP Skills.

Skills

- | | |
|-----------------------------|------------------------------------|
| • Pricing Negotiation | • Inventory Management |
| • Material Planning | • SAP Expertise |
| • Logistics Coordination | • Vendor Relations & Developments |
| • Purchase Order Management | • Developing Local Contracts |
| • Production Support | • Creativity & Problem Solving |
| • Vendor Sourcing | • Communication & Active Listening |
| • Vendor Management | • Handling New Developments |
| • Team working Skill | • Organisational Skill |

Work History

Factory Administrator, Dec-18 to till date
Narayani Enterprises - Nashik , MH

- Raw Material ordering to Finished Part Follow up.
- Business communications ,billings and ordering.
- Building Relationships with clients.
- Identifying and resolving workplace problems, including tardiness and absenteeism.
- Assisting in resolving emergencies.
- Scheduling work hours & shifts.
- Coordinating Job rotations and cross training.
- Sharing company updates , financial results and new objectives with team members as well company owner.
- Ordering Raw Material ,Office Stationery, Tooling at best price with quality.Keeping Well-organized files and records of business activity.
- Dealings with customer queries and complaints.
- Recruiting , Training , Supervising and Appraising Staff.

Sr. Purchase Officer, Jan-2017 to Nov-2018
Reliable Autotech Pvt Ltd - Nashik, MH

- Develop Purchasing Strategies and identify buying trends to keep business profitable.
- Conduct self-guided research to become familiar with what products are available as well as their costs and benefits.
- Search available products to find out the best combination of quality, price and delivery.
- Negotiate policies and contracts with various suppliers.
- Track orders and ensure timely delivery.

- Monitor stock levels and place orders as needed.
- Identify damaged or defective goods and work out an alternative solution with supplier.
- Coordinate with Store team to ensure proper storage.
- Manage multiple RFQ's.
- Handling Annual Rate Contracts of Transporter & Rate increase proposals.
- Attend trade shows and exhibitions to stay up to date with industry trends.
- Evaluating Supplier performance rating and work with representatives to resolve issues.
- Maintain and organised a database of over 70 suppliers.
- To follow production schedules according to deadlines for existing orders & sales forecasting.
- Sourced and examined new vendors to meet purchasing needs.
- Work with production team to understand plan for material needs.
- Reconciliation of outsourced material on work orders.
- Conducting Daily meeting with Superiors for smooth production.
- Liaised between Vendors and Development team to set up new development project.
- Power User of SAP (MM Module). Hands on experience of all transactions related to Purchase Requisition, Purchase Order, Goods Receipt Note, Service Entry, Material Issue Note, Asset Capitalization and all related material accounting activities.

Quality Engineer, 09/2016 to 01/2017

Prathamesh Enterprises - MIDC Ambad, Nasik, MH

- Handling Quality Related issues during processes.
- Wrote Protocols, qualification documents, test plans and test reports for quality assurance purpose.
- On Job Training to employee for minimizing quality issues and helping team to make SCAP.

Educational Details

Qualification	Year	Board/University	Marks Obtained	State
Bachelor of Engineering	2016	University of Pune	69%	Maharashtra
HSC	2012	University of Pune	61.67%	Maharashtra
SSC	2010	University of Pune	75.45%	Maharashtra

Personnel Details

- ❖ **Date of Birth** : 29th Nov. 1994
- ❖ **Marital status** : Unmarried
- ❖ **LANGUAGE KNOWN** : English, Hindi & Marathi.
- ❖ **HOBBIES** : Photography & Travelling
- ❖

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge & belief.

Date: 01/03/2019

Place: Nashik

Rohan Anil Jagtap