

ANU M RAI

Address: A-4/501, Vihang Valley, G.B Road,Kasarvadwali, Thane (W), Maharashtra.

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Anu Manoj Rai
Purchase Executive
DGC Groups Of Companies.

I am submitting herewith my resume for your perusal and favorable consideration for the post of **PURCHASE CUM WAREHOUSE MANAGER** in reputed organization.

Review of my credentials will indicate that I am a qualified and high performing individual with excellent professional and technical skills achieved via rich cross-functional exposure of **over 10 Years** across the industry.

I am an innovative thinker, able to apply analysis and creativity to problem solving. I am a highly personable, self-motivated and diligent individual with flexibility to adapt to new situations.

Some of my **Core Competencies** are:

◆Project Management◆Budgeting Management◆Order Processing◆Material Management◆Inventory Control◆Vendors Management◆Planning & Scheduling◆Time Management◆Analytical & Problem Solving Skills◆Team Leadership Skills◆MS Office, Tally9 & Internet Applications etc.

I have thorough exposure across strategically managing **with effective Analytical Ability and an Enthusiastic, Flexible & Self Disciplined Individual, Seeking an opportunity to play a Challenging and Creative Role.** Driven by high energy levels and technical competence I am confident of making visible contribution to company's growth and profitability objectives.

A tour through my enclosed resume shall take you through the details and I am confident, in my credentials you would find a perfect fit for the said job. Thanks for sharing your time.

I would appreciate the chance to meet with you in person to discuss as to how I could be a vital part of your organization.

Thanking you in anticipation.

Yours Sincerely,

Anu M Rai

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PURCHASE: CONSTRUCTION &INFRASTRUCTURE INDUSTRY

Seeking challenging and rewarding assignments across the industry

PROFILE

- ▶ Technically competent, diligent and result oriented Professional **Manager experience with over 8Year**s that covers **Project Management, Planning & Scheduling** and **Inventory Control** etc. Currently spearheading
- ▶ An acknowledged Project Leader with proven strengths in Managing Projects Mobilizing & Managing Materials and Manpower resources to generate Highest Productivity Levels.
- ▶ Well versed in Planning & Scheduling including judicious deployment of resources to achieve project completion within agreed Time/Cost Parameters.
- ▶ Proficient in Payment Planning of Vendors, MIS Generation, Ledger Reconciliation, Develop new Supplier as per Business Requirement and Sitting with Auditors for Audit of Purchase Bills.
- ▶ A Strong Lead and Motivator, fostering an atmosphere that encourages highly talented professionals to balance high level skill with maximum productivity along with Exceptional Planning, Execution, Analytical & Problem Solving Skills, Negotiation and Interpersonal Skills.
- ▶ Deft at Sales Coordinator must also keep accurate Records of Monthly, Annual Sales figures on a Computer Database, Such Information is Crucial ensure Business on track; failing to meet Sales figures Devastating effect on its Profits etc.
- ▶ Exceptional grasping capacity, Adaptability to any conditions of competitive working, Evaluation through self criticism, listening skills.
- ▶ Acquired Sound Working in Competitive Atmosphere, Leading Team & Managing Men, Set a Goal and Striving to achieve with regular Self Appraisal & Evaluation.
- ▶ Proficiency in Readiness to Face New Challenges and take up Assignments where knowledge, Skill and Ambience together can contribute to betterment.
- ▶ Set & Work to meet Challenging goal's, make Cost benefit Analysis, takes calculated Entrepreneurial Risks and promote Team Effectiveness in favor of Organization.
- ▶ High degree of Interpersonal Communication Skills, Positive Approach, Combination of Skills, Academic excellence and Superior Personal Attributes.
- ▶ A Keen Strategist & Implementer aiming at achieving timely Planning Completion, Profit and Business Growth Objectives & Turnaround for Increase in top line and bottom line in rapid changes environment.

Accented with the**Latest Trends and Techniques of the field**, having an Inborn **Quantitative Aptitude**,

Determined to carve a Successful and Satisfying Career in the**PURCHASE : CONSTRUCTION &INFRASTRUCTURE INDUSTRY**

CORE COMPETENCIES

- Project Management
- Material Management
- Vendors Management
- Team Leadership Skills
- Budgeting Management
- Order Processing
- Inventory Control
- Planning & Scheduling
- Analytical & Problem Solving Skills
- MS Office, Tally9& Internet Applications etc.

PROFESSIONAL EXPERIENCE

JOB RESPONSIBILITY AREAS

- ▶ Develop new supplier as per business requirement.
- ▶ Price Negotiation with supplier.
- ▶ Order processing (PO).
- ▶ Follow-up with suppliers to deliver the material.
- ▶ Payment planning of vendors.
- ▶ MIS generation.
- ▶ Costing the project.
- ▶ Ledger reconciliation.
- ▶ Sitting with auditors for audit of purchase bills.
- ▶ Inventory Control.

M/S DGC GROUP OF COMPANIES

Purchase Cum Warehouse Manager

Sep 2019 Till Now

M/S LOKHANDWALA INFRASTRUCTURE PVT. LTD.

Purchase Executive

Feb 2016 to May 2019

M/S IMPACT FLOORS INDIA PVT. LTD.

Purchase Manager

Jan2014 to Jan 2016

M/S LOKHANDAWALA INFRASTRUCTURES PVT LTD

Purchase Officer

July' 2013 to Jan' 2014

M/S ISPAT INFRASTRUCTURE INDIA LTD

Purchase Officer

Aug' 2011 to March' 2013

M/S PRAGATI ENGINEERING & CONSULTANT

Purchase Coordinator

May' 2009 to July' 2011

M/S CD JINDAL GROUP, MUMBAI

Sales Coordinator

April' 2008 to April' 2009

COMPUTER SKILL SET

- ▶ Conversant with **Operating Systems: Windows 7/XP, MS Office 2000/2003/2007/2010 & MS Outlook.**
- ▶ Working in Network
- ▶ **Knowledge** of Internet Operations.

ACADEMIC & PROFESSIONAL CREDENTIALS

Graduation (B.A in Geography & Sociology)

Passes In June 2000

Purvanchal University

ERP-SAP R3 (HR)

Computer Knowledge

MS Office, Tally9, Internet Applications

PERSONAL DETAILS

Date of Birth: 19th Nov' 1978

Languages Known: English, Hindi and Punjabi.

References: Available on Request
