

RESUME

SAURIN S PATEL (Purchase)

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CAREER OBJECTIVE

To give my best to the organization and to work efficiently to build a remarkable career with a leading corporation, which will help me to explore my potential fully, so that I can get expertise in work and achieve organizational objectives.

ACADEMIC QUALIFICATION

NAME OF EXAMINATION	BOARD/ UNIVERSITY	PASSING YEAR	% /GRADE
B.E.(MECHANICAL)	G.T.U.	2008-2012	7.52
H.S.C.	GUJARAT BOARD	2008	78
S.S.C.	GUJARAT BOARD	2006	89
NDT LEVEL II	ULTRATECH	2015	80+

JOB PROFILE

- ☐ **As Sr. Purchase Engineer in Neoplast Engineering Pvt Ltd. From June -2019 To Till Date.**
- **Annual Purchase: 10cr to 12cr**
- **Company Details: (www.neoplast.com)**
Making Heater-Cooler Mixer, Vacuum/Pressure Conveying System, Extruder, Underwater Pelletizing System, Lab Equipment.

Job Profile:

- Planning the Material Based on Consumption/S.O and Generating Purchase Request.
- Making P.O Based On Purchase Requests & Authorized the Same.
- Comparing and Evaluating Offers from Suppliers.
- Negotiating Contract Terms of Agreement and Pricing.
- Track Orders and Ensure Timely Delivery.
- Review Quality of Purchased Products.
- Generating Purchase Order While Taking Due Care of Taxes, Rates & Terms and Conditions.
- Maintain Updated Records of Purchased Products, Delivery Information and Invoices.
- Raising Claims for Shortage, Damage, Price Difference and Wrong Parts to Principles and Follow Up for Supplier Debits Notes and Payments.
- Prepare Reports on Purchases, Including Cost Analyses.
- Work Under BOM & Non BOM Efficiently.
- Monitor Stock Levels and Place Orders as Needed.
- Coordinate with the Store/Production & Account Department for Smooth Cycle.
- Attend Trade Shows and Exhibitions to Stay Up-to-Date with Industry Trends.
- Provided Monthly and Daily Production Plan as Per the Dispatch Schedule.

☐ **As Q.C/Purchase Engineer in LineOmatic Graphics Ind. From Sep -2017 To June -2019**

→ **Company Details:** (www.lineomatic.com)

→ **Making Paper Converting Machineries With 75% Export.**

Job Profile:

- Floating RFQs to Suppliers, Development of New Reliable Vendors and Taking Offers.
- Preparing PO in Navision - Draft Purchase Order in ERP to Send for PO Approval.
- Follow Up with Suppliers for Timely Delivery of Materials.
- Making Debit Notes For Rework/Rejection Material To Vendors.
- Incoming Material Inspection Report As Per Reference.
- Making QAP for Material Checking As Per Drawing.
- Daily Interaction with Drawing/Purchase/Production/Store Department.
- Problem Solving by RCA with 5 Why Method.
- Working On 7QC Tools/Kaizen/5S Tools.
- N.C & Customer Complaint Close by CAPA.
- MIS Report for Rejection & Acceptance of Material.
- Instrument Calibration & Maintenance.
- ISO Documentation Work.
- Vendor Discussion & Setting SOP For Quality Material.
- Working on ERP System & Reporting To Manager for Daily/Monthly Data

☐ **As Q.C Engineer in LaGajjar Machineries Pvt Ltd. From Oct -2012 To Sep -2017**

→ **Company Details:** (www.varunapumps.com).

→ **Making Submersible Water & Pump Sets.**

Job Profile:

- Raw Material Checking As Per QAP.
- Instrument Calibration Maintain.
- Production Issue Solving.
- Working With Purchase/Production/Store.
- Making D.C & Vendor Rejection Note for Rejected Material.
- Vendor Awareness with Purchase.
- Maintain ISO Documents.
- 5S system implementation.

AREA OF INTEREST

- Purchase
- Production
- Quality Control

TECHNICAL/COMPUTER SKILLS

Skills	Platform
Operating System	Windows/XP
Tally Software	IMMS ERP/SAP
Working Knowledge	MS-Word,Excel,Power Point, Internet Operation

STRENGTH

- Positive Attitude
- Honesty
- Problem Solving Approach
- Time Keeping

WEAKNESS

- Honesty
- Impatience
- Short Temper

PERSONAL INFORMATION

- Name: Saurin S Patel
- Date of Birth: 25th Feb, 1990
- Gender: Male
- Marital Status: Married
- Languages Known: English, Hindi, Gujarati
- Hobbies: Playing Chess, Listen Music, Traveling
- Present Address: 10, Safalkunj Society,
Maninagar (east),
Ahmedabad-380008.

I hereby declare that the information mentioned above is true and correct according to my knowledge and belief.

SAURIN PATEL