

Vivek Parecha

E2-404, Sangam Residency, new Narol - Ahmedabad

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Professional Objective:

To work in a professionally managed organization where my knowledge, experience & abilities can be best utilized but which also offers a strong foundation for job & learning. As a hardworking and self-assured person, looking out for a challenging job, providing me an opportunity to show and perk up my talents, and eventually become a pioneer in your industry.

Experience:

Company Name	Location	Designation	Year
BAOSTEEL INDIA COMPANY PVT LTD	Ahmedabad, Gujarat	Manager	Apr-22 to till date
BAOSTEEL INDIA COMPANY PVT LTD	Ahmedabad, Gujarat	Dy. Manager	Apr-19 to Mar-22
BAOSTEEL INDIA COMPANY PVT LTD	Ahmedabad, Gujarat	Assistant Manager	Apr-16 to Mar-19
BAOSTEEL INDIA COMPANY PVT LTD	Ahmedabad, Gujarat	Sr. Officer	July-15 to Mar-16
ESSAR Steel India Limited	Bhuj, Gujarat	Sr Executive Office	Apr-14 to Jun-15
ESSAR Steel India Limited	Bhuj, Gujarat	Executive Office	Apr-12 to Mar-14
ESSAR Steel India Limited	Bhuj, Gujarat	DET	Dec-10 to Mar-12

Profile Summary

- Liaising between suppliers, manufacturers, relevant internal departments & customers.
- Identifying potential Customer, evaluate existing Customer by visiting, building & maintaining good relationships.
- Negotiating & agreeing contracts for job work material & in-house material supply.
- Issue Quotation for Job work material processing as well in-house material supply.
- Meet OEM`s & vendors on-site as necessary to understand their needs and expectations.
- Ensure compliance of supply as per customer schedules.
- Payment collection based on contract terms.
- Monthly & quarterly account & stock reconciliation.
- Develop and implement new supply strategies to deliver ongoing cost reduction and process simplification.
- Coordination with plant team for customer processing plan.
- Daily report monitoring and take appropriate action.
- MIS report data preparation on monthly basis.
- Commodity, Sales contract, stock in request, Process planning, invoicing and payment settlement system related work.
- Maintain customer/vendor information (customer/Vendor master data).
- Manage In-house & job work inventory.
- Process payment and invoice booking for outsourcing vendor.
- Customer/Vendor contract file, PO/PA, TDC, documentation work.
- Responsible for each and every supply related activity which include in-house and job work material also third party processed material.
- Outsourcing material to reduce cost and single supply focus for customer.

- Audit & competence test for outsourcing vendor finalization.
- System & process development based on customer requirement.
- Monthly yield report for job work customers.
- Work on customer/vendor improvement areas to build strong & smooth business.
- Set up of new supply process for item which need to dispatch as per requirement.
- Vendor development, auditing of vendors.
- Auditing of all documents related to marketing. Quarterly Audit attends (Ensuring zero NC).
- Deciding processing price related to job work customers.
- Payment to vendors as per inco-terms.
- Process feasibility and TDC (Technical delivery condition) approval.
- Preparation & maintaining all IATF & ISO related documents.

Business leader responsibility.

- Customer SVS (Schedule Vs Supply) compliance monitoring.
- Ensure customer smooth services with various level.
- Key account manager monitoring & Coordination.
- Quarterly account reconciliation report to management.
- Preparation and processing of **quotation** and **Performa invoice**.
- Preparation of requests for sales contract & purchase order.
- Outsourcing purchase order processing.
- Checking confirmations of process order, delivery note and invoice control.
- Coordinating and following up of schedules, deadlines and delivery dates.
- Resolving vendor grievances and claims against suppliers.
- Customer Development / increase business with good relationship.
- Cost reduction through development of process/product.
- Extensive use of time for finding and developing new customer.
- Monthly review of customer requirements & issues.
- Quotation creation & price validation.
- Material planning & processing.

Sales Contracts

- Rework Labor contracts – Quotation drafting.
- Rate contracts for different operational jobs (Slitting, CTL, Hand Shear, Trapezoidal, DIE Blanking, TWB).
- Annual job work processing contracts (Warehousing, Operation & DIE Maintenance)

Commercial & Taxes key areas:

- ✓ Aware of Indirect taxes – GST, TDS and other things which are directly associate with sales of any items.
- ✓ Preparing road permits like E-way bill for material movement.
- ✓ Documents preparation for dispatching vehicle within state or outside.

Drive World class systems

- ✓ JIT (Just In Time)
- ✓ KAIZEN
- ✓ POKA-YOKE (Mistake Proofing)
- ✓ 5-S Methodology
- ✓ Aware of **IATF-16949:2016, ISO 9001:2015**, standards and their practices.

ACHIEVEMENT AWARDS

- ◆ Talent development institute certified for 15 days training in China (BAOWU)
- ◆ IATF 16949:2016 Internal auditor training certificated by 4C consulting.
- ◆ IATF 16949:2016 transition awareness certificated by 4C consulting.
- ◆ Nominated for cost saving initiative for Packing implementation & process method improve.
- ◆ Awarded at Essar Steel for the employee of the month – Feb 2012
- ◆ Govt Engineering College certified for national level technical festival – Apr 2010
- ◆ Awarded at NIIT for Web search competition.

IT Skill

Skill Name	Version
SAP MM	ECC06
SAP PP	ECC06
SAP SD	ECC06
ERP	-
AUTO CAD (2D & 3D)	2006

QUALIFICATION

Educational Qualification	Institute	Year
B-Tech Mechanical Engineering (Distance)	Institute of Mechanical Engineers	2015
Diploma in Mechanical Engineering (DME)	Govt. Polytechnic. Bhuj. Technical Examinations Board	2010
Secondary School (SSC)	Sheth V D High School (GSEB)	2007

PERSONAL DETAILS

Name : Vivek Parecha
Father Name : Ratilal Parecha
Date of Birth : 26th Jan.1992
Marital Status : Married
Nationality : Indian
Languages known : English, Hindi, Gujarati.
Permanent Address : E2-404, Sangam Residency, New Narol - Ahmedabad

DATE:

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