

Aakash H Joshi

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## Curriculum Vitae

### Career Objective:

To become a top notch professional in Engineering Purchase Field and to offer & develop my skills using available resources to get desired results.

### Personal Skills & Strengths:

Communication:	Excellent communication skills, Good Negotiation Skill, Good Vendor Development Skill
Data Management:	Excellent working knowledge of several data management tools including MS Word & MS Excel.
Team Work:	Experience of working within a team-based culture, involved in planning, co-ordination & management.
Strengths:	Hard working nature, Positive attitude, Self starter & Self assertive.

### Professional summary:

Organization: Circuit Systems India LTD

Place: Gandhinagar

Designation: Sr. Purchase Executive

#### **Nature of Job:**

Managing and handling all the activity related to Purchase Department,

Handling Purchase of Mechanical Bought-outs & Electrical Bought-outs, Machining & Fabrication Parts, Chemicals & Miscellaneous consumables,

Vendor Development for Cost Reduction, Quality Improvement and Leadtime reduction & Supplier Evaluation based on these criterias,

Total comparative based Purchase for any product, Preparation of comparative statements & negotiations,

Chemical lines Costing for Unit Production,  
Technical Involvement for better understanding of specifications, usage of items & appropriate selection of Supplier & Product,

Inventory Control & Re-order level based Purchase,

Developing and maintaining business relation with potential Suppliers,

**ACADEMIC DETAILS:-**

Diploma Engineering (Mechanical) [2009] with aggregate of 2<sup>nd</sup> Class from Gujarat University

**Computer Awareness:**

Software skill: AutoCAD, IMS, ERP, Tally

Office Tool: MS-Word, Excel, PowerPoint, Outlook & Office 365.

**Personal Information:**

Date of Birth: 13th May, 1991

Sex: Male

Marital status: UnMarried

Languages known: Gujarati, Hindi & English

Address: K/1/407. Nikita park Soc. Nobel nagar, Naroda Railway station, Ahmadabad,

Hobbies: Surfing, Travelling, Meeting new people, visiting new places, to know about new technology and trend for Industries, Leading group's activities.

I hereby declare that the information mentioned above is correct to the best of my knowledge.