

CURRICULUM VITAE




Vijay Kanubhai Bajaniya

Personal Details:

Gender : Male
Nationality : Indian
Marital Status : Married
DOB : 12-11-1992

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Languages Known:
Gujarati, Hindi, English

Area of interest:-
- Purchase & Procurement
-Store

OBJECTIVE:

Looking forward for challenging and enriching role in the field of procurement and strengthen the overall organizational performance that drives towards profits.

INDUSTRIAL EXPOSURE:

Sava Healthcare Pvt. Ltd - Surendranagar

As a QC Officer (21 May 2014 to 12 Sep 2016)

Indiana Ophthalmic - Surendranagar

As Purchase officer & Store In charge (13 Sep 2016 to 20 Dec 2017)

Shukra Pharmaceuticals Limited - Ahmedabad

As Purchase Executive of RM & PM (21 Dec 2017 to 16 Nov 2018)

LM Manufacturing India Pvt. Ltd - Ahmedabad

(Based on LM Manufacturing Ltd UK)

As Procurement Executive (26 Nov 2018 to 31 Dec 2021)

HOF Pharmaceuticals Limited – Sanand, Ahmedabad

As Manager – Purchase (01 Jan 2022 to Till date)

Professional & Educational Qualification :

MBA : (2021) (Supply Chain Management) : First Division

Jaipur National University

LL.B : (2016), 66.93 % First Division

Smt. V.D. Gardi Law College, Surendranagar

B.B.A : (2013), 64.06 %, First Division,

M.P. Shah Commerce College Surendranagar

HSC : (2010), 67.57 %, First Division,

D.N.T High school & K.C.G.B higher secondary school. S. Nagar

SSC : (2008), 57.85 %, Second Division,

D.N.T High school & K.C.G.B higher secondary school. S. Nagar

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Job Responsibilities:

I have knowledge and Experience of above 7.5 Years' for the Purchase/Procurement of pharmaceuticals products.

- Prepared Production Planning sheet according to BOM and coordinate with concern department.
- As per requirement of PPIC (Production planning and Inventory Control), arrange the all material relevant to Production. Like, API, Excipient, Packaging Material, ADL, QC and other department as per the requirement.
- Purchasing the APIs (Active Pharmaceutical Ingredient), Packaging Materials (Like- Foils/Carton/Label/Leaflet/Corrugated Boxes etc), Excipients, Reference standard, Impurities, Column, Lab instruments/Equipment and related item as per requirement of Regulatory/International (USFDA, MHRA/EU & ROW) and domestic market.
- Arrange the Required Documents of Vendor qualification from API & Excipients and Primary Packing Materials supplier. .
- Prepared the Techno-Commercial sheet for the each Items, Like- Column, Impurities, Standards and other chemical and Lab Items.
- Making Price Negotiation with Supplier and Confirm with management for further process of Order.
- I have knowledge about Pharmaceute Software for the activities of Procurement and Purchase.
- Prepare the Purchase order of API, Exepient, Packing materials and Chemical/Reference standard/Column Requirement of QC department.
- Maintaining the Proper documentation of Purchase order with its Comparison sheet.
- Prepare the delivery schedules and timely follow up with supplier.
- Find out the manufacturer, vendor/supplier for Raw Material (API & excipient) & Packing material, other machinery and laboratories instrument consumable.
- Liaising with Finance team for the Payment follow up of supplier.
- Making the Purchase activity of Project procurement of Plant, Like- Door Interlock, AHU, Production Items, RLAF, Validation instruments.
- I have knowledge about Store activities, Like- Materials Receiving, Preparing GRN, issue materials as per Requisition.

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- I had operated SAP (Systems Applications and Products in Data Processing) Software of Cadila/Ajanta/Intas for the inward and outward activities.
- I had operated LIMS Software for the QC activities, Like- Preparing Worksheet, Preparing COA, and stability products worksheet and COA.

Skills & Knowledge:

- Knowledge about Regulatory and Domestic Market Procurement.
- Excellent writing and verbal communication skills with Supplier As well as internal department.
- Strong skills in helping others with problem solving in both work and non-work situations.
- Able to communicate well in writing.
- Ability to adapt to different client needs and to develop and maintain successful working relationships
- A flair for negotiation and networking;
- Height for the organization and maintaining good relationship with people.

Other Activities:

Attained Seminar of How to Reduce the Material cost @ AMA, Ahmedabad

Declaration :

I hereby declare that the entire information furnished above is true to the best of my knowledge and behalf.

Yours Faithfully

Vijay Bajaniya