

NISHITH M. SHAH

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CAREER OBJECTIVE:

To be astute learner and to achieve high career growth through continuous learning process and keep myself dynamic as per needs of organization and visionary, competitive with changing scenario of the world to achieve the organizational growth.

PROFESSIONAL EXPERIENCE:

Presently working with Torrent Pharmaceuticals Ltd as a Procurement Executive from July 2016 till Date.

KEY RESPONSIBILITIES:

- Responsible for procurement of capital Electrical & Instrument items, Building management system (BMS) contracts, civil items, civil services, civil contracts, Landscaping and Irrigation contracts, Annual Rate contracts for miscellaneous civil related services like Painting, false ceiling etc. for different plants.
- Mainly handled procurement of utility equipments (like Air conditioners, chillers, compressor, Boilers, AHUs etc.), HVAC contracts, Mechanical contracts, furniture items & services, safety related items & services for different plants of firm.
- Review purchase requisition and ensure authorization as necessary to facilitate the timely purchase of new products.
- Negotiate pricing and terms and conditions for supply and services & ensure delivery in a timely manner.
- Understanding of SAP system for creating purchasing orders to generating MIS reports.
- Coordinating and following up of schedules, deadlines and delivery dates.
- Vendor Development / Sourcing & Vendor Evaluation & up gradation. Developing new suppliers and to evaluate existing suppliers.
- Part of implementation team for auto generation of MIS and other purchase related reports for smooth data functioning.
- Leading a team of 2 person to carry out procurement of civil and electrical supply and services.
- Excellent Interpersonal Skills & can Handle Responsibilities Independently.

ACADEMICS:

- MBA (Marketing) from G.H. Patel Institute of Business Management [Sardar Patel University 2016 with CGPA 3.16 (out of 4.30)]
- BE (Electronics and Communication) from Sarvajani College of Engineering and Technology, Surat [Gujarat Technological University] 2014 With CGPA 8.22 (Out of 10 CGPA)
- HSC from Gujarat Higher Secondary State Board, Surat 2009-2010 with Distinction 81.60%
- SSC from Gujarat Secondary State Board, Surat 2007-2008 With Distinction 85.23%

PROJECT PROFILE:

- COMPREHENSIVE PROJECT** on “HOTEL INDUSTRY AND India Hotel Company Limited”
- SUMMER INTERNSHIP PROJECT** on “Study of Mutual Fund and SBI Mutual Fund’s different products”

- iii. **RESEARCH PROJECT (DURING MBA)** on “Factors affecting Buying Behaviour of men while purchasing readymade branded apparels in urban areas”
- iv. **ENGINEERING FINAL YEAR PROJECT (DURING B.E.)** on “RADIO NETWORK DESIGN AND SIMULATION FOR UMTS”

AREAS OF INTEREST:

- Procurement in Engg. Equipments and IT
- Database Management
- Data Analysis
- Project management
- Marketing Research

TECHNICAL SKILLS:

- SAP system with experience in procurement process.
- SQL Basic
- SPSS (Software for research analysis)
- MS office

EXTRA CURRICULAR ACTIVITIES:

- Co-ordinator in “SENSATO” event in “IGNITION 2016” (Management Event)
- Event manager in "Tech Algorithm" event in GTU Techfest 2014.

PERSONAL DETAILS:

- Full Name : Nishith Mukesh Shah
- Date of birth : 23th Dec 1992
- Address : 203, Anand Mahal App-2, opp. Bhulka Bhavan School, Adajan road, Surat.
Gujarat-395009
- Languages known : English(RWS), Gujarati(RWS) , Hindi (RWS)
- Hobbies : Travelling, Cricket

DECLARATION:

I hereby solemnly declare that the above mentioned information is correct up to my knowledge and I bear the responsibility.

(NISHITH SHAH)

Place: Surat

References: Available on Request