

Name: *URVISH D. KADIA.*
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Motivated, results driven, proven performer, skilled in the areas of Procurement, Logistics & Supply Chain Management. Demonstrated success in supplier relationship management, with ability to quickly build genuine rapport and secure competitive contract wins. Hands-on experience in purchasing/inventory control/budgeting with a reputation for dedication, creative problem solving, and outstanding service.

Educational Details

- **Industrial Purchase & Material Management (IPMM)** from MS University with 69% in 2015.
- **B.E Mechanical** from Govt. Engineering College from Valsad having 57.55 % in July-2010.
- H.S.E from G.H.S.E.B University With 56.77% in March-2005.
- S.S.C from G.S.E.B University With 76.57% in March-2003.

IT Skill

- **ERP:** Tally, MFG Pro, ERP-LX, SAP
- **Office Tool:** Outlook Express '03/'07/'11, MS Office 2003/ '07 / '10, Power Point
- **Operating System:** XP'02/'03, Win-7

Professional Summary

- I have **5.8 year experience** in Procurement and sourcing.
- Currently working with IPCA Laboratories Ltd.as a Purchase Executive.
- Possess good exposure across Procurement and Process optimization, planning and get maximum output from the resources.

Key Skill

- Different strategies for Procurement of materials for Production, Maintenance & Site project.
- Good Negotiation skills, inventory control to avail the benefits to organization.
- **Good Co-ordination** with Projects team, Production, Store, Quality, Accounts Department and Vendor for smoother operation in given specific period.

EXPERIENCE

IPCA LABORATORIES LTD. VADODARA

Purchase Officer

July'14 to Present

- Procurement of green field Project CAPEX item as well plant related consumables of Mechanical, Electrical, Instrument & partial Civil items also.
- Also take care of AMC, ARC of various material & Services.
- Handling Domestic Purchasing of Spares, Consumable, Services etc..
- Evaluating Indent Specification of required material & justification for requirements, by discussing with vendors, User, Site visiting.
- Working systematically for procurement of order based on inventory, lead time & consumption Patten keeping EOQ in mind.
- Procurement of Mechanical, Electrical, Instrument & Civil Items, Services, ARC.
- Getting offer, preparing Techno-Commercial comparison.
- Finalizing Orders timely & in budgeted cost with techno-commercial negotiation.
- Ensure there is no delay in execution on account of procurement.
- Arranging Transportation for coming material and solve issue regarding it.

- Identify Potential vendors/suppliers for achieving cost effective purchase, achieving reduction in price and timely delivery.
- Maintain an in-Depth Knowledge and awareness of local and national supply market and vendors.
- Work closely with Plant/production heads, store, logistics and account for final closer of purchase activity.
- Handle any matters related to purchase.

CHEMBOND CLEAN WATER TECHNOLOGIES LTD. VADODARA (formally known as H2O Innovation (I) Ltd.)

Purchase Engineer

Oct'11 to Jun'14

- Study and analysis various material requirements for Production, Maintenance & Site project.
- To ensure optimum purchase for any items by exploring all the available option locally as well globally before finalizing any order.
- Analyzing the pricing by making comparison from available sources and for similar type of existing products.
- Planning and scheduling of material purchase within allotted budget & time period.
- To take care of purchase of various items for below area.
 - 1) New & Running project requirements
 - 2) Site Built project requirements
 - 3) Maintenance requirements.
- Coordination with Engineering Team, Projects team, Production, Store, Quality, Accounts Department and Vendor for smoother operation and complete the same in given specific period.
- To take care of smooth execution of the purchase order from placing an order to material delivery and its related document clearance.
- Follow-up with vendors for timely deliveries, release schedules, quality checks and ensuring timely payments.
- To identify and develop new source, suppliers for new as well running products.
- Generating & Maintaining the MIS reports of procurement of material for periodic monitoring.
- Develop and maintain systems to procure material.
- Cost Reduction in purchase, project procost reduction.
- Coordinate and organize delivery of material to the required locations.
- Validating and maintaining documentation such as Performs Invoice, Packing List, Dispatch documents, Test Reports, invoices etc.
- Co-ordinate in Bound & out Bound Logistics for incoming & outgoing of Materials.

INGERSOLL RAND (I) LTD. AHMEDABAD

Purchase Engineer

Oct'10 to Sep'11

- Procurement of material within allotted budget & time period.
- Generating PR on base of ongoing shortage & future requirement as per safety stock.
- Material Planning, Forecasting & PR allocations against the buyer.
- Timely follow-up to vendor for on time delivery.
- Responsible in Gathering & sorting related documents like PR, POs and etc.
- Maintaining PR Records and generating MIS report for the same.

PERSONAL DETAILS

Date of Birth: 10/10/1987.
Languages Know: English, Hindi, and Gujarati.
Marital Status: Married.
Present Location: Nadiad
Permanent Address: Ahmedabad
Notice period: 30 Days.

I declare that the all the above furnished details are true to the best of my knowledge.

Date: 01. 06. 2016
Place: Ahmedabad

URVISH D. KADIA