

Vaibhav Dineshbhai Thakkar

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OBJECTIVE: -

I am looking for reputed organization, which is engaged in developing and implementing new working concepts and is ready to offer growth opportunities through challenging job environment. Further I am looking forward for an exciting career in a professional managed organization where I can use my resources at my best and able to contribute in the development and growth of organization.

KEY SKILLS: - Plant Purchase (Indirect, Direct Material) and Maintenance & Project

CATEGORY: - Techno-commercial & Commercial, SAP

AREA OF SPECIALIZATION: -

- 1) Purchase process through SAP System
- 2) Invoice booking and follow up with supplier.
- 3) Procurement / Contracts and MIS Update
- 4) GRN Of Indirect and Import Material

EDUCATIONAL QUALIFICATION: -

I had completed **Bachelor** in **Mechanical Engineering** from Gujarat Technological University Gujarat.

No.	Exam Name	Board /University	Year of Passing	CPI/CGPA
1	B.E	Ahmedabad Institute Of technology.	2016	6.87
2	Diploma(Mechanical)	K.P.Thakkar Institute of technology	2013	6.98
2	S.S.C	New Era High School	2010	67.69%

COMPUTER SKILL: -

Windows 7 & XP, MS-Office (all versions), SAP Module.

PROFESSIONAL EXPERIENCE: -

- ❖ Working with **“Raviraj Foils Limited”** Ahmedabad as **Graduate Enginner Trainee in Maintenance Department** from Aug-2016 to Oct-2017.
- ❖ Working with **“Ball Aerocan India Pvt Ltd”** Ahmedabad as **Officer in Purchase Department (Supply Chain Division)** from Feb- 2018 to Sep-2019
- ❖ Working with **“Adani Solar(Mundra Solar Pvt Ltd)”** Ahmedabad as **Engineer in Techno-Commercial Department** from Sep-2019 to till now

► JOB RESPONSIBILITY: - VENDOR DEVELOPEMENT AND SUPPLY CHAIN

- ✓ Planning of Materials, Procurement of Materials, Development of New vendors.
- ✓ Prepare purchase orders and Interact with suppliers on a day to day basis.
- ✓ Maintaining Vendor Database.
- ✓ Making of all types of report like, GRN list, payment due, rejection etc.
- ✓ Detailed Knowledge of Procurement, Vendor Development
- ✓ Handling New Vendor uploads in SAP .
- ✓ Track the status of orders.
- ✓ SES creation of transporter billing for provider of material movement service
- ✓ Understanding the technical requirements by the planning team.
- ✓ Preparing the RFQs for the requirements with planning team.
- ✓ Inviting the quotations from established & good sources for the requirements.
- ✓ Techno-Commercial discussions & negotiations with the vendors.
- ✓ Ensuring the timely payments to the vendors as per the Purchase Order terms.
- ✓ Capital Goods Procurement.
- ✓ Check Import Shipment documents as per our contract and co-ordinate with our CHA.
- ✓ Ensuring the documentation as per the TS-16949 standards.
- ✓ Do GRN of Direct Material and Indirect Material and also Import materials.

⇒ JOB RESPONSIBILITY: - MAINTENANCE

- ✓ Prepare schedule for preventive maintenance of machines in yearly, half yearly,quarterly and execute the same on time as per check list.
- ✓ Prepare Project execution planning in order to complete project within time.
- ✓ Prepare Breakdown and Preventive maintenance Log book
- ✓ Involved in client audit from maintenance side.
- ✓ Also interact with Doubler m/c, Seperator m/c , Slitter m/c , Doctor m/c , Coating m/c, Lamination m/c & printing m/c .
- ✓ Prepare purchase requitions of require material for Project and Maintenance activity in Microsoft Dynamics online system.
- ✓ Execute with the Rolling mills , Cranes , Motors , Gear boxs&Pinions , Compressors , Pumps , Filterpress , RTO (Regenerative Thermal Oxidizer) , Blowers , AHUs interact with it.

Other Skills : Kaizen, 5S,TPM(Total Productive maintenance)

STRENGTH: -

- ◆ Able to handle multiple tasks simultaneously & very co-operative with other staff.
- ◆ Readily accept challenges meet to all business objectives.
- ◆ Proactive, motivated goal oriented and problem solver.
- ◆ Quickly absorb retain new information, procedure and avid learner.
- ◆ Importance for Creativity, Innovation and reaching new threshold in management field.

SUMMARY: -

A believer in effective communication with strong analytical skills and a result oriented approach And Dedicated to work and willing to accept challenges with good trouble shooting capabilities.

PERSONAL PROFILE: -

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|------------------|------------------------------------|
| → Name | : - Vaibhav Thakkar |
| → Father's Name | : - Dineshbhai Thakkar |
| → Birth Date | : - 15.09.1995 |
| → Marital Status | : - Engaged |
| → Cast | : - Hindu |
| → Nationality | : - Indian |
| → Email | : - vaibhavthakkar14@gmail.com |
| → Phone No. | : - M- 8905533188 |
| → Height | : - 5.9'' |
| → Language Known | : - Gujarati, Hindi, English, |
| → Hobby | : - Music, Spend time With Family, |

DECLARATION

I do hereby declare that all statements made in this document are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test/ interview, my candidature will stand cancelled and all my claims for the recruitment forfeited.

Sincerely
Vaibhav Thakkar