**ALTAFHUSSAIN VARAIYA**

**Procurement /Purchase – Officer**

**B.E Mechanical (2008)**

**Mobile: 8140117976.**

**AHMEDABAD**

**E- mail:** [altafhussainvaraiya@yahoo.com](mailto:altafhussainvaraiya@yahoo.com): altafhussainvaraiya@gmail.com:

**Career Objective**

A techno commercial professional seeking position in procurement to utilize my skills and abilities with **15 Years of experience** in manufacturing industry for the growth of Organization.

**Core competencies in professional experience (15 years)**

* Procurement of raw materials, packaging. mechanical, electrical,

lubricant, fuels, chemical.

* Negotiation and cost saving.
* Planning ,scheduling and expediting .
* Order tracking and follow ups .
* Well versed with ERP System like **SAP .**
* Technical and commercial evaluation of quotations/proposal
* Well versed with Import buying .
* Knowledge of Taxation, Inco terms , payment terms .
* Annual maintenance /Rate contract .

**Experience detail as follows from current employer to first employer.**

**5) SANGHI INDUSTRIES LIMITED   
(HO ,Makarba, Ahmedabad)**

**As Purchase officer From Dec 2018 to Till Present**

* Responsible For Purchase of **PP bags,Fuels,Lubes,Safety items,Stationary,General Consumables/Mining HEMM Spares,Labware ,Lab chemical, QC Lab equipment spare,Water treatment chemicals, Kiln and boiler refractory brick and Castables**  for 6.6 MMTPA Clinker Plant,6.1 MMTPA cement manufacturing plant and 143 MW Capacity power plant.
* PP bag /Jumbo bags/ Adstar bags planning for month against cement Sales forecast plan ( Monthly procurement 30 lac bags of costing equal 3 crore ,)
* Raise PP bags orders on monthly basis to approved vendor.
* Float spare /consumables inquires to vendors for allotted Purchase requisition received in **SAP**
* Prepare CS and do negotiation and take approval from higher authorities to raise PO/Payment advice in **SAP** for spare/consumables/lubes/chemical/stationary etc.
* Follow with vendors for timely Delivery of material .
* Follow up with accounts for timely payment of vendors.
* Preparation Comparative statement of fuel like **HSD/HFHSD,LDO,FO e**very 15 days (from 2018-2022).
* Cordinate with Alternate fuel and resource ( AFR) vendors for supply of liquid and solid waste **( Chemical Gpysum,Ironslude,Spent Carbon, Spent solvent , Distillation residue,Plastic waste, Liquid waste Etc.) ( 2018-2020).**
* Generate daily and Monthly MIS report of PP Bags
* Support of Capex/Project purchase whenever required.
* Support of Raw material purchase ( **Ferric oxide, Flyash, Chemical Gpysum,Slag**,) whenver required.

**4) ELECTROTHERM SOLAR LIMITED**

**(Ahmedabad (Vatva).**

**As Sr, Purchase Engineer from Dec 2017 to Dec 2018**

**Total Experience 1 year**

**Key Responsibilities Handled:**

* Responsible For Purchase of **MS Plate/structural steel ,Spare Part , Mechanical and Electrical Consumables and Services** Of Medium Sized solar water heater manufacturing Company.
* Identify Suppliers For Indent Received in **Tally Erp 9**
* Raise Rfq to And Make Comparison of Quotation received
* Negotiation and send approved PO create in **Tally Erp 9** to suppliers
* Supplier Performance Monitoring And Follow Up With Supplier For On Time Deliveries’
* Responsible For New Vendor Development
* Responsible For Zero Down Time Due to purchase
* Responsible for vendor development of job work vendors of powder coating, galvanizing, Disend pressing job work and machining job work
* Coordinate With Accounts Department and supplier For Timely Payment Of Supplier

**(3) RANSTAD INDIA PVT LTD   
( CLIENT- SKF TECHNOLOGY PVT LTD   
(Ahmedabad -Bavla)**

As **Purchase Associate**  from June 2014 to Dec 2017

**Total Experience 4 Years**

**Key Responsibilities Handled:**

* Responsible for all purchase of all direct/indirect materials and services for large size bearing factory (SKF-Ahmedabad)
* **Lubricant ,grease,fuels,chemicals**
* **Maintenance and repair spares**
* **Metal cutting tools, diamond tool**
* **Packaging**
* **Tool and spare parts and other consumables**
* Review purchase request for various departments and identify suppliers
* Collecting quotations from various vendors and negotiating the prices and other terms & conditions.
* Preparing the comparison for quotation
* Raising the purchase order in **ERP system (Citrix)** and sending to the vendor through e-mail
* Follow up the material vigorously with the suppliers to ensure the dispatch on time for production
* Cost Saving initiatives through alternate sourcing, negotiation and value engineering.
* Monitor ocean and air freight shipments very closely for on time delivery of material and coordinate with CHA.
* Receiving drawing of direct/raw material and send to different vendor for development .
* Follow up for direct/raw material whenever needed.
* Maintain drawing database for direct material.
* Handle quality issue for direct material and support quality team for quality improvement of vendor .

**(2)VIRAJ PROFILE LIMITED :**

**Boisar Maharashtra**

As **Mechanical Maintenace executive**  From Jan 2011 to Dec 2013 in Fastener plant.

**Total Experience 3 years**

**Key responsibility handled**

* Has handled overall maintenance work of fastener plant in shift
* Attending breakdown calls and kill root cause by help of team of welders/fitters/
* Supervise and scheduling of PM of machines
* Assist manager to complete ISO documentation
* Maintaining daily log book of breakdown and analysis for PM work
* Providing material and drawing to tool room department for making any spare part of mc and follow up with tool room department
* **Create PR ( ME51n) of Mechanical spare parts and consumables in SAP and follow up with Purchase department for Timely delivery.**
* Create Reservation(**MB21**) in **SAP** For Receiving material from Store.
* Create and Close ( **IW38,IW31**) PM order in SAP to capture breakdown /PM Work in SAP.

**1) MID INDIA POWER AND STEEL LIMITED**

**Gandhidham Kutch Gujarat**

As **Graduate engineer Trainee**  in mechanical department in hot rolling mill from 2009 -2010

**Total experience 1 years**

**Key responsibility handled**

* Supervise mechanical work done and maintain log book
* Assist manager for day to day work of maintenance of hot rolling mill
* **Maintenance of pumps, Compressor, Cranes.Gearbox,Hydraulic and Pneumatic system , oil fired furnace and supervise operation**
* **Indent material for mechanical Department requirement.**

**Educational Details:**

* **BE mechanical north Gujarat university 2008 batch in second class.**
* 12 science from CBSE board second class.

**Computer Proficiency:**

* Able to Work in Computer Excel ,MS Word ,PowerPoint ,Internet ,Email
* Able to work in ERP system like Sap And Mapic ,CITRIX

**Personal Details**

Current Address: 10, zam zam apartment, juhapura, nr royal Akbar

Tower Ahmedabad-380055

Father’s Name: Abdul Bhai Varaiya

Date of Birth: 20 Jan1986.

Languages known: Hindi, English, Gujarati, (Read/Write/Speak).

Sex: Male

Hobbies: Reading newspapers, love swimming, movies

Married: Yes

Notice period: 1 months

**Note:**I solemnly declare that the above information is true to the best of my knowledge

**Date:**

**ALTAFHUSSAIN VARAIYA**