# **RESUME**

Industry Exp: Export, Steel, Automobile, Real Estate (Interior & Exterior) Fleet, Printing

Strengths: Excellent Interpersonal Skills, Self-starter, Deliver Quality work, Good trouble-shooter

Anshuman Bahl

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Post Applied for : Manager Operations (Purchase & Administration)

## Working Experience

* Organization : Kaurcraft Impex Pvt Ltd & SARCKS (Spain Export and Import Co.)

Designation : Operation Manager (Purchase & Admin)

Time Period : May 2022 to Jan 2024 *(Reason for leaving: Company wind-up business due to disputes)*

Job Responsibility: Procurement for Spain Warehouse

* + - Managing the entire procurement and Administration for export and import company
    - Handling all facility Management, Housekeeping, Logistics, Warehouse operations, Inventory control
    - Getting quotations from vendors, Prepare PR/PO and getting approval from CEO
    - Procuring all ladies garments and accessories from manufacturers
    - Deals in all Silver Jewellery, Metal decor, Aroma Incense products from manufacturers in North India
    - Purchasing ladies footwear like Ladies flat, Sandals, Mojari, Heels, Wedges from manufacturers
    - Taking care of Warehouse/ Logistics by Air/Shipping operations and MIS reports
    - Builds positive relationships with new vendors & cost reduction
* Organization : AA Studio Consulting Pvt Ltd (Korean co. deals into Commercial space outfits )

Designation : Purchase Manager

Time Period : Sept 2021 to April 2022 *(Reason for leaving: Samsung Sites contract, Relocate in Kolkata)*

Job Responsibility: Procurement for commercial sites

* + - Manage the entire Samsung sites for building Interiors & Exteriors
    - Delegate tasks and supervise the work of procurement staff at different sites
    - Identify and coordinate with various vendors like Civil, Interior, Electrical, Plumbing, HVAC, Furniture
    - Coordinate with Projects team to understand the scope of work, timelines, BOQ specs
    - Make comparative sheet for CEO approvals and coordinate with accounts dept for PO further process
    - Taking care of all sites with team for complete the projects
* Organization : Steelcart Manufacturer Pvt Ltd (deals in Automobile sectors)

Designation : Purchase Manager

Time Period : February 2017 to August 2021 *(Reason for leaving : I left my job due to covid)*

Job Responsibility: (Steel Procurement (80%), Logistics, Transport)

* + - Planning, organizing, directing and running optimum day-to-day operations
    - Managing the entire Procurement, Logistics, Transport activities
    - Dealing with Steel authorities – SAIL/ JSW for HR/ CR coil/ plates
    - Purchasing Steel Coils/ Plates/Rod/ Flat/Tubes/ Spare parts from manufacturing cos/ traders
    - Prepare PR/PO with HOD approvals and handling all documentation in Steel stockyards
    - Taking care of dispatch / logistics operations in SAIL/ Hind terminal steel stockyards
    - Measurement of Supplier performance, Quality, Cost , Delivery
    - Managing MIS reports like inventories, maintaining accurate purchase and pricing records
* Organization Name : Deneb and Pollux Pvt Ltd (Deals into Corporate Tour and Travels)

Designation : Operation Manager (Admin & Fleet Operations)

Time Period : June 2015 – January 2017

Job Responsibility : (Handle Fleet services in Corporate sectors) *(Reason for leaving: For professional growth)*

* + - Handle Admin & Fleet operations with MNC clients like Mckinsey, Cains and many more clients
    - Manage transport team, daily assignment, roasters, allotment of vehicles and update MIS reports
    - Take care fleets, Supervisor and drivers - including maintenance, insurance, permits of vehicles
    - Track all vehicles thru GPS and employee Safety parameters
* Organization Name: Pushp International Pvt Ltd & Park Town Developers Pvt Ltd

Designation : Operation Manager (Admin & Purchase) (Established business in Real Estate & Paper Mfg)

Time Period : April 2012– May 2015 (*Reason for leaving: For Professional Growth)*

Job Responsibility (Admin, Purchase, Building Infrastructure (Interiors/ Exteriors)

* + - Manage the Entire branch operations: Facility, Procurement, Logistics, Housekeeping, Security
    - Setting-up of new offices & designing layouts, technical drawings, exterior/ interior works
    - Maintaining all office equipments: Polycom-VC, CCTV, IT, HVAC, Genset, UPS, Servo, Fire Safety
    - Procurement of Paper raw material, Chemicals, Paint (tinter, binders)
    - Liaison with MCD, Electricity, Water, PWD, NSIC & Police depts
* CompanyOrganization :Maruti Service Masters (Joint venture of Maruti Suzuki India Ltd & Sumitomo Corp, Japan)

Designation : Sr. Executive (Admin & Trainings)

Time Period : Sept 2006 – March 2012 (*Reason for leaving: For Professional Growth)*

Job Responsibility (Admin& Trainings (80%), Audits & MIS reports)

* + - Ensure proper management of Admin facilities to ensure smooth flow of services
    - Managed Hospitality: Booking Hotels, Guest Houses and organized zonal events
    - Prepare Training calendar for Engineers, Supervisors, technicians
    - Ownership of Induction & Orientation, update the manpower skill matrix reports
    - Organized OJT Technical trainings (Product, Communication, Customer Care, Fire Fighting Safety trg)
    - Designing Trg calendar, Manage Soft Skills Trainings for Engineers, Supervisors, Technician, CC
    - Responsible for ISO Audits, Database and implemented Japanese working methodology “5S, Kaizen
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## Achievements

* + - Promoted as Branch coordinator to Regional level coordinator in Maruti company within 6 months
    - Business efficiency increased in Deneb & Pollux Pvt Ltd
    - Best Athlete in school

## Education Qualification

* + - Sr. Secondary School (Science stream) from C.B.S.E, St. Sophia Sr. Sec School, New Delhi (1999\_2000)
    - B(Sc)IT Bachelor of Science in Information Technology from Sikkim Manipal University (2000\_2003)
    - Diploma in Training Development & Admin from Indian Society of Trg Development (2004\_2006)

## Personal Details

Father Name : Sh. Ashwani Kr Bahl (Retired from Ministry of Defense)

Date of Birth : 24th Nov 1980, New Delhi

Permanent Address : C2/112 Pitampura, New Delhi

Hobbies : In Sports (best Athlete in School), Playing Volleyball, basketball, Football

Marital Status : Married with bless 2 daughters

Date: