Curriculum Vitae

## Prajapati Prital

# **Objective**

# **I want to be a valuable team member, contributing qualify ideas and work. I wish to**

# **work for the organization in the Challenging environment, which values**

# **competence, integrity, Loyalty, dedication.**

# **I want to build up a long-term Relationship with the organization and will be glad**

# **to shoulder the Leadership responsibilities at the suitable point of time.**

**EXPERIENCE:**

**5) Schneider Electric Infrastructure Ltd.**

**Assistant Manager – Supply Chain Management (From Feb 2011 to May 2016)**

* Planning and procurement of Electrical commodity items as per SALES and Operation plan and MPS, Establishing road map by ensuring smooth operation of customer orders in terms of procurement. Leading kick off meetings of big orders for identifying barriers and action plans to achieve the desired targets like Reliance J 3, L&T a/c DMRC, BSES, JSW for Medium Voltage Switchgear panels for OFO items.
* Inventory Control of Raw material and finished goods by close coordination with engineering and project management team for material cost saving for switchgear items. Establishing monthly targets of purchase and Inventory with respect to SALES and drive to achieve the same. Procurement of import items like Relays and meters and tracking of goods during custom clearance and coordination with various shippers from various countries France, UK, Finland and Poland. Negotiation with Vendors for bulk projects. RCA for Rejected material and vendor’s RCA for rejected items.
* Ensuring smooth supply of material through various tools of Forecast, LTC Signing, Healthy start for shortage avoidance, ESSR.
* Continual process improvement by SWOT analysis, establishing VSMs of processes and taking responsibilities for its proper operation. Seting up VMIs for standard and two bin items with local vendors. Involvement in implementing Schneider Production System under Supply Chain clause. conducting internal audits of Integrated Management System (ISO 9K,14K and 18K) and Energy Management system (ISO 50K)
* Regular review of SALES and OPERATION PLAN for preceding quarter for projects in pipeline and establishing action plans accordingly. Ensuring smooth operation of MM module and involved in continuous operation of the same.

**4) Bureau Veritas Certification India Pvt. Ltd., Ahmedabad**

**Quality Engineer (From Jan 2008 to Feb 2011)**

* Audit Planning for QMS, EMS, OHSAS, FSMS, ISMS, ISO/TS 16949:2009 as per Contract and ISO/IEC 17021 guideline. Formation of Audit Team by reviewing competence of auditors and w.r.t the guidelines, code nomenclature.
* Coordination with the clients for execution of audits to comply with requirements of ISO/IEC 17021 guideline.
* Follow procedure for suspension and withdrawn of the certificates of the clients. Review of Audit reports of QMS (ISO 9001:2008) as per defect guidelines, Follow up with the clients for closure of non-conformity reports.
* Collection and review of Customer feedback reports and Customer Complaints.
* Development of customized training presentation for QMS, EMS and OHSAS.
* Study of Systems, Preparation of Documentation (Quality and Operations Manual), Review of various Processes/Activities, Implementations of the System, Carry out Internal Audits for ISO 9001:2000.

**3) Value Consulting India Pvt. Ltd.**

**Principle Consultant (From February 2004 to December 2007)**

* Study of Systems, Preparation of Documentation (Quality and Operations Manual), Review of various Processes/Activities, Implementations of the System, Carry out Internal Audits for ISO 9001:2000.
* completed the individual projects for ISO 9001:2000 system in organization like Manufacturing, Chemical, Electrical, Gases, Construction, Service Segments. Provided Assistance in developing the system of ISO 14001:2004 and OHSAS 18001:2007.

**2) Ditch Witch India**

**Assistant Head Prodcut support and Material Management (From June 2002 to March 2003)**

* Supporting in solving technical problems, Co-ordination with Principle Office for various technical information, Analysis of various field Service Reports from engineers.
* Preparing Quotations, Tendering, Associated in the implementation of ISO 9001:2000 Quality Management System, Vendor Development Evaluation with competitive price with no compromise in quality, Co-ordinate regularly with all vendors in handling of their equipments.
* Played a key role in advising them of their warranties / policies / parts wear & tear / parts procurement - both for planning and crisis management. Also involved in all dispatches.

# **Jyoti Ltd.**

# **Junior Engineer (From Jan 1998 to Feb 2001)**

* Incoming Inspection of the Electrical items (Relays, Protection Transformer).
* Preparation of Inspection Report,
* Analysis of non-conforming items, Suggesting Actions on that. Strongly associated with the QMS ISO 9001:2000 implementation in the company as a member of QMS implementation team. Conducted internal audits.

# **Education**

**Diploma in Electrical Engg. with first class From M.S. University, Vadodara, Gujarat.**

**Completed BCA Course with First class through Indira Gandhi National Open University for Further Studies.**

# **EXTRA QUALIFICATION**

**Basic Knowledge of Computer Hardware**

**Languages: Dos, MS Office 2000, C with Data Structure.**

**Successfully Completed Lead Auditor Course of QMS ISO 9001:2000 from Bureau Veritas Certification (India) Pvt. Ltd., Ahmedabad**

**Successfully Completed Lead Auditor Course of EMS ISO 14001:2004 from Bureau Veritas Certification (India) Pvt. Ltd., Ahmedabad**

**Attended ISMS (ISO 27001:2005) Awareness Training Programme from Bureau Veritas Certification India Pvt. Ltd.**

**Upgraded my self for ISO 9001: 2008 version through Bureau Veritas Certification India Pvt. Ltd. training programme.**

**Internal Auditor for Energy Management System ENMS ISO 50001: 2011**

**Attended Training on How to reduce material Cost through Ahmedabad Management Association and Legal Requirements for IMS Systems.**

# **Logistics Auditor for Supplier Approval Module as per Schneider Production System.**

# **OTHER SKILLS**

* **Ability to work under stress**
* **Dedication towards duty.**
* **Good at troubleshooting.**
* **Ability and Enthusiasm & willingness to learn new subjects.**

**Job Expectation:**

* **Better future prospects**
* **More Exposure**
* **Better pay package.**

**PERSONAL DETAILS**

**Name :Prital B Prajapati**

**Date of Birth :14th August, 1979.**

**Permanent Address :B/12, Neminathkrupa soc,**

**Memnagar, Gurukul**

**Ahmedabad**

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**E-mail :prital.prajapati@gmail.com**

**Nationality :Indian**

**Sex :Female**

**Marital Status :Single**

**Languages known :Hindi, Gujarati & English**

**Prital Prajapati**

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