**RESUME**

**Arun H. Hadiya (M) - 09979109848**

**Aai Shree Khodiyar Krupa,**

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**Anjar - Kutch – 370 110,**

**Gujarat,**

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***OBJECTIVES***

To exploit the fullest potential built over the years through the experience and use of it for organizational benefits and self development with my **innovative ideas.**

***QUALIFICATION***

*Bachelor of Commerce from Mumbai University.*

*Diploma in Material Management from Welingkar institute, Mumbai.*

***WORK EXPERIENCE –***

* From August 2018 to till now worked with **“VENUS PIPES & TUBES PVT LTD**, a reputed organization having plant at Dhaneti (Kutch) worked as a **“Purchase Manager** “Related to SS Pipe / Tubes / Engineering / Electrical Goods Responsible for all purchase activity.
* From Jan 2016 to August 2018(2 Year, 7 Month) worked with **“VIDYUT TRANSFORMERS PVT. LTD**, Adipur worked as a **“Purchase / Store Officer”** Related to Engineering / Electrical Goods / Ms Tanks Responsible for all purchase activity.

 From Dec 2013 to Jan 2016(3 Year) worked with “**Jasmino Polymertech Pvt Ltd**”, Taloja, worked as a **“Purchase officer**” – **Purchase Dept.**Related to Fabrication and Rubber lining chemical storage tanks Raw material, responsible for all purchase activity.

 From January 2009 to December 2013(4 Year) working with 400 Crores Company **M/s. Prashanth Projects Limited.** a reputed organization having manufacturing facility at Taloja ( Dist Raigad) for HPCL, IOCL Oil Tanks and Gas sector, as "**Purchase Officer" – Purchase** and responsible for Purchase.

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***AREA OF RESPONSIBILITIES HANDLED SO FAR***

**Purchase**

 Looking all Purchase requisition, check all quantity verified by planning department for stock and site record book.

 Sending enquiry to vendors, to check Technical specifications of purchase orders, getting good price for the products, finding the products with lower prices.

To work on cost reduction, preparing purchase orders for materials,coordinating with vendors for actual delivery status of material.

 Forwarding invoices for releasing the vendor payment to Finance Dept.

Maintaining the records of the purchase details like purchase request, purchase orders, payment details.

 Rates negotiation with vendors, Taking follow-ups form warehouses etc.

 Ensuring continuity of materials supply in time, Calling for quotations and preparing the analysis report for verification of competitive cost negotiation & finalization of the orders.

 Raw materials and consumables should be procured as per the approved budget/production programme/Bill of Materials (BOM) efficiently and economically from the right source, at the right time and of right quality in order to ensure uninterrupted production.

 The new vendors /subcontractors dealing with the Company must be approved by a designated committee as per the Purchase Procedures (P.P.) of the Company.

 Purchase Order should be placed on technically acceptable and lowest vendor based on evaluation of quotes submitted by vendors.

 Incoming material must not be used, processed or made available to the manufacturing floor until it has successfully passed the Incoming Goods Inspection (IGI).

 Maintaining Purchase documentation & files.

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***COMPUTER LITERACY***

1. Operating Systems: Windows XP, Win-10, Internet.

2. Applications: MS office, Tally, SAP (ERC 6.0), E.R.P

 **STRENGTHS**

Leadership skills, Strong willpower and keeping our self updated on day to day amendments in respective fields with positive attitude and to learn new things,

*** PERSONAL PROFILE***

 Father: Harilal B. Hadiya

 Date of Birth: 08-02-1984

 Marital Status: Married

 Languages Known: Gujarati, Hindi, Marathi and English

Place: Anjar (Gujarat)

Date: 16.07.2021 Arun H. Hadiya