

SIDDHARTH JADEJA

PROFESSIONAL SUMMARY

Objective Strategist, implementer & achiever with multi-cultural experience at Strategic Level in running successful method-oriented operations and taking initiatives for business excellence with expertise of Purchase & Supply Chain Improvement.

EXPERIENCE

PURCHASE ENGINEER 04/2022 to Current

Rameshwar Infraction LLP, AHMEDABAD, INDIA

- Managed purchases, receipts and the documentation of finished goods, materials, packaging and ingredients.
- Negotiated and managed vendor contracts.
- Built competitive bidding environment with broad range of suppliers.
- Determined pricing schedules.
- Vendor development
- Researched market trends.
- Negotiated new and existing agreements or statements of work of the greatest complexity, including requests for information or requests for proposal and reverse auction generation and facilitation.
- Evaluation of product, vendor comparisons
- Assembled and prepared new purchase order contract folder with all related documentation.
- Sourced new vendors for purchasing needs.
- Prepare reports on purchases, including cost analyses
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Attend trade shows and exhibitions to stay up-to-date with industry trends
- Identifying and developing potential vendors/ suppliers for achieving cost
- Effective purchases of materials; achieving reduction in final procurement cost
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Perform cost and scenario analysis, and benchmarking
- Assess, manage and mitigate risks
- Seek and partner with reliable vendors and suppliers
- Determine quantity and timing of deliveries
- Monitor and forecast upcoming levels of demand
- Formulated and implemented annual purchasing plans and contracts, covering OEM, import, ingredients, materials and equipment.

PURCHASE ENGINEER 02/2020 to Current

Roastea Ahmedabad

- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g
- Vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Attend trade shows and exhibitions to stay up-to-date with industry trends
- Ensure Zero Downtime related to BOP & Zero Premium Freight of company's account
- Responsible for Costing and Price finalization of machining component and Sheet Metal Component
- Continuous co-ordination with Finance for Suppliers Account
- Reconciliation on quarterly basis
- Assessing performance of suppliers based on various criteria such as percentage for rejections, quality improvement rate, timely delivery, credit terms, packing standards etc.

PURCHASE ENGINEER/PROJECT MANAGER 12/2015 to 01/2020

Shree Ambica Engineering Works, Ahmedabad

- Mechanical Equipment Fabrication
- Planning and managing overall procurement of material
- Plan and production requirements including receipt accounting & maintaining desired stock levels; establishing inventory level goals for assigned materials
- Percentage for rejections, quality improvement rate, timely delivery, credit terms, packing standards etc
- Monitoring development with respect to cost, resource deployment, time
- Identifying and developing potential vendors/ suppliers for achieving cost
- Effective purchases of materials; achieving reduction in final procurement cost.

ASSISTANT ENGINEER 05/2015 to 12/2015

Metalab Enterprise, Ahmedabad

- Material testing laboratory
- Assistant Mechanical department
- Material testing and site testing with professional equipment, UV testing

**CORE
QUALIFICATIONS**

- AutoCAD
- Solidworks
- Engineering drawing interpreting
- SAP MM Module
- Microsoft Office

EDUCATION

LJ Institute of Engineering & Technology, Gujarat,India
Bachelor of Engineering Technology, Mechanical Engineering, 04/2015

A-One School, Ahmedabad,Gujarat
Higher Secondary, Science, 04/2011

A-One School, Ahmedabad,Gujarat
SSC, 04/2009
Secondary Certificate

LANGUAGES

- GUJARATI, HINDI, ENGLISH

CERTIFICATIONS

- **Procurement** : 2022 Cornerstone OnDemand Foundation with dosasterready.org
- **Lean Six Sigma White Belt Certified** : Management and Strategy institute.

PERSONAL DETAILS

- **Date of Birth** : 05th May 1994
- **Gender** : Male
- **Marital Status** : Unmarried
- **Hobbies** : Travelling, Exploring new places, Self upgradation, Gaming

DECLARATION

I here by declare that the above information is completely true and correct to best of my knowledge and belief.

Your Faithfully,
Siddharth Jadeja