

# Curriculum Vitae

## **Pravin Prajapati**

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## **Carrier Objective**

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To be a part of globally competitive environment where I can enrich my role in the field of procurement & contribute quality ideas that shall yield the twin benefits of the professional growth & accomplishment of organizational goals

## **Skill Highlights**

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- Techno-commercial Knowledge
- Detail Oriented
- Problem Solver
- Have Good Material Knowledge
- Good Communicator & Negotiator
- Good Team Player
- Tactful
- Initiative

## **Experience**

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- ❖ **Senior Purchase Engineer - 06/2015 to Till the date**  
**Axis Solutions Pvt. Ltd.** Kathwada G.I.D.C.,Ahmedabad,Gujarat,India.  
Manufacturer HVAC, Analyzer Shelter, Panel AC, ExAC, Porta Cabin and E-House Deal With major Oil and Gas Industries of India

- **Key Tasks:**

- Using SAP Business One system to regulate material receipt as Per Production Plan.
- Analyzed the requirements of projects and provided cost, labor, and time estimate
- Procurement of M.S, S.S raw material used against fabrication requirement
- Ordered machines, tools, and equipment for new product development
- Knowledge regarding HVAC refrigeration component
- Ensured purchased materials are reliable, affordable, and with high quality
- Conversed with and solved problems of suppliers
- Made raw materials available in adequate stock as not to hamper productivity
- Performed tests on defective products and returned them to suppliers
- Collected and provided customer feedback to the commodity team
- Selected the right type of transportation of goods for purchasing and delivering
- Responsible for negotiating pricing, handling terms and agreement of material warranty, and discount with vendors
- Make Cost breakup sheet of fabrication housing also cross check with suppliers costing.

- To make comparison with other vendors quotation and cost breakup sheet for the same
- Materials Management, Purchase order work under based online Purchase Order is prepared in SAP, Reconciliation vendor Statement with SAP.
- Verify rejection at QC, Authentication and dispatch instructions
- Report immediately on issues faced, Functional problems faced in organization to Management
- Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility
- New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
- To check inventory levels of various incoming material on regular basis to keep inventory at reasonable levels and reduce inventory costs.
- Regular Interaction with Design Dept. for any design change/improvement
- Cost Saving initiatives through alternate sourcing, negotiation and value engage
- Coordination Production planning ,Production, Store and Q.C. department

❖ **Purchase Engineer - 05/2014 to 05/2015**

**La-Gajjar Machinery Pvt. Ltd. ,Ahmedabad,Gujarat,India.**

Basically manufacturer of Submersible pump V4 to V8,VMPS,HPMS.

➤ **Key Tasks:**

- Handling of procurement activities for raw material like M.S, S.S, various alloys, etc.
- To work on Customized ERP system to regulate material receipt as per Production Plan.
- Make Cost breakup sheet of Product with process involve to manufacture the product.
- To make comparison with other vendors quotation and cost breakup sheet for the same
- Materials Management, Purchase order work under based online Purchase Order is prepared in Customized ERP, Reconciliation vendor Statement with Customized ERP.
- To send inquires to vendors as per requirement
- Allocation of vendors as per plan and per approval of Managers
- Monitor and coordinate with vendors to ensure delivery to stores at the right time
- Ensure commitment as per plan in the system
- Discuss and review major quality issue with our managers
- Follow up vendors to ensure commitment and regarding MSL
- Coordinate for rate detail and samples with vendors
- Vendor Visit for routine follow-ups and QC as per assigned by Manager
- Ensure follow up on QC and pending inspection reports
- Proper follow-up with stores department for inward material
- Verify rejection at QC, Authentication and dispatch instructions
- Report and review inward without P.O. and difference DRN
- Report immediately on issues faced, Functional problems faced in organization to Management
- Stock Verification, Analysis of Vendor Performance& Price Variance& Purchase related all responsibility
- New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.

- Getting quotations & Samples, costing and finalization.
- To check inventory levels of various incoming material on regular basis to keep inventory at reasonable levels and reduce inventory costs.
- Regular Interaction with Design Dept. for any design change/improvement
- Cost Saving initiatives through alternate sourcing, negotiation and value engage
- Coordination Production planning ,Production, Store and Q.C. department

❖ **Production Engineer - 09/2012 to 04/2014**

Jekson Machinery Pvt.Ltd. Kathwada G.I.D.C.,Ahmedabad,Gujarat,India.  
Manufacturer of Hydraulic Machinery

➤ **Key Tasks:**

- Production In charge of Hydraulic Press and SPM
- Handling Procurement of Materials related machine
- To plane for assembly of various machines according to customer delivery dates
- Manpower management according to requirement
- Plans sequence of fabrication, assembly, installation, and other manufacturing operations for guidance of production workers
- Planning Priority, critical & minimum setup, Tracking daily production & supply to customer also ensure production as per control plan.
- To create daily production schedule according to aggregate plan and reporting to MD and Senior Engineer on plant
- Co-ordination with vendors for on time delivery of materials & inventory control
- Managing activity from manufacturing initialization to shipping at client end
- Co-ordination with Design, Sourcing, Stores, Inspection, shipping, Sales & distribution on daily basis for execution of Customer Factory Orders.

## Computer Literacy

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- **Operating System:** Windows
- **MS Office Tools:** MS Project, Excel, Word and Power point.
- **Computer Softwares** :Pro-E,Autocad,Costemized ERP,SAP BUSINESS ONE

## Academics

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- **Bachelor of Engineering in Mechatronics (2011)** : G.H.Patel College of Engineering and Technology, Sardar Patel University,V.V.Nagar,Anand,Gujarat
- **H.S.C (2006) & S.S.C (2004)** : Ahmedabad, Gujarat Board.

## Declaration

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I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

**Sincerely,**

Pravin Prajapati