

SHAILEENDRA PANDEY

Mobile Number: 9106933256 (W)

e-mail shaileendrap@gmail.com

Carrier objectiie

Seeking the position of “**Sr. Engineer Purchase**” in an esteemed organization, where I can utilize my expertise, knowledge and experience to works on the various procurement related issues in the company, and contribute my best to the organization by constantly improving my level of knowledge and skills.

Work Experience

Previous Company: Rucha Engineers Pvt. Ltd Sanand
Designation : Sr. Engineer (Purchase Department)
Work Period : From 01st Oct. 2015 to June 2018.

Previous Company : React Pvt. Ltd. Halol Gidc
Designation : Sr. Engineer (Purchase & Sale)
Work Period. : From Sep 2018 to till July 2021

Previous Company : Bridhi Furnishing
Designation : Sr. Accountant
Work Period. : From Sep 2021 to continue..

Job Profile –

- Studying & purchase requirement in details for sourcing strategies and RFQ (Request for Quot). (Consumable, Spare, Bop) & arranging materials with update FIFO Board of all Received date.
- Preparation of RFQ with term & condition mention in purchase policy.
- Follow up for quotes.
- Cost estimation for purchase parts and preparation for negotiation as per strategies.
- Inviting suppliers for technical discussion with project team, co-ordination and moderating meeting.
- Negotiation with suppliers for optimal landed cost, term and services.
- Purchase Order creation as per mutually agreed price and term of approval from authorized signatory.
- Sending approved PO to vendor and receipt of order acceptance.
- Monthly send KRA (Key Result Area) to our respective as per given Points and review.
- All material arranged as per monthly received schedule from our Customers of the month end.
- Well Communication /Co-operation with senior management, Managers, Engineers on department as Team & done work.
- Continuously improving the processes and cost reduction.
- Procurement of material as per production requirement/As required
- Preparation of All purchase order and GRN work instructions.
- Customer Co-ordination, Plant management and Implementation of various dispatch.
- Regarding procurement of material good communication skill.
- Procurement material again our received Customer Plan schedule, production plan vs actual production Achieved.
- Purchase material and booking GRN (Good Receipt Note) with controlling inventory level.

Educational Qualification

B.A. (Arts) in the year 2004 from Buddha Post Graduate College Near Kushinagar Airport, Uttar Pradesh, with 7. (45%).

Tally 9.0. (Accounting) in the year 2010 from Indian Institute of Business Management Near Geeta Vatika Shahpur Road – Gorakhpur Uttar Pradesh, with 1st Div.

HIGH SCHOOL (Science) in the year 1999 from Sri Gandhi Inter college Hata Kushinagar under Board of High School & Intermediate Education -Uttar Pradesh, with 54.33.%.

INTERMEDIAT EXAMINATION (Art) in the year 2001 from Nehruintermediate collegeshukrauli Kushinagar, under Board of High School & Intermediate Education- Uttar Pradesh, with 49.40%.

Additional Qualification

“O” Level from Doeacc Society (Department of Electronics & Accreditation of Computer Courses) (An ISO 9001-2000 Certified Organization) in the Campus of Madam Mohan Malviya Engineering College Gorakhpur year 2005, with Grade- B.

Skills & Knowledge

- Having Knowledge of SAP & ORACLE (Exp 5 Y+)
- Good communication & Presentation skills.
- Having knowledge of MS Office (Word, Excel and Power Point).
- Material Planning and budgeting.
- Problem solving.
- Having Knowledge about below Accounting software..
 - Tally Prime Erp
 - Busy 21Erp Rel 8.5
 - Marg Erp 9

Personal Details

Date of Birth : 09 / 07 / 1983
Marital Status : Married
Languages Known : English, Hindi, and Gujarati
City : Gorakhpur
Dist. : Gorakhpur
State : Uttar Pradesh (India)

I hereby declare that the information provided above is true to the best of my knowledge and belief.

Date:

Place:

(Shaileendra Pandey)