

## PERSONAL DETAILS

1. **CURRENT POSITION** : **Purchase Executive**
2. **NAME** : Sanjay S. Pranami
3. **DATE OF BIRTH** : 07<sup>th</sup> August 1984
4. **NATIONALITY** : Indian
5. **PRESENT ADDRESS** : Ahmedabad.
6. **TELEPHONE NO.** : +919687011472
7. **E-mail** : sanjaypranami@yahoo.co.in
8. **PERMANENT ADDRESS** : At Post – Nandoj , Ta- Bhiloda , Dist – Sabarkantha-383245.
9. **EDUCATION** :
  1. **S.S.C Education** Gujarat Secondary Education Board.
  2. **Higher Secondary** Gujarat Higher Secondary Education Board.
  3. **Diploma Civil Engineering** All India Institute of Management.
  4. **CCC+BAOU** Baba Saheb Ambedkar Open University Ahmedabad.
10. **LANGUAGE & DEGREE OF PROFICIENCY** :

<i>Language</i>	<i>Speaking</i>	<i>Reading</i>	<i>Writing</i>
Gujarati	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
Hindi	Excellent	Excellent	Excellent
11. **COMPUTER PROFICIENCY** : Email, Internet Surfing, MS-Power Point & All Basic Knowledge of Computer, MS Excel, MS Word.
12. **COUNTRIES OF WORK EXPERIENCE** : India
13. **PRESENT SALARY** : **31500**
- EXPECTED SALARY** : **35000**

**CERTIFICATION:-**

I, the undersigned, certify that to the best of my knowledge and belief, this Bio-Data correctly describes my self, my qualifications, and my experience.

### PROFESSIONAL EXPERIENCE

From	To	Employer	Position Held	Description of Projects
<b>September - 2010</b>	<b>Till Date</b>	<b>J.kumar Infraprojects Ltd.</b>	<i>Purchase Executive</i>	<b>Ahmedabad Metro Rail Project – Phase- I</b>
				<b>Model Road Project Phase-II Package-1 West Zone -In the City of Ahmedabad at Motera Stadium – Gandhinagar Highway, Pallav Char Rasta – Dr. Amin Junction and Vijay Char Rasta – Sardar Patel Stadium . [ Total Length :- 6.168 K.M.]</b>
				<b>Model Road Project Phase-II in South Zone -In the City of Ahmedabad at Din Dayal Bridge-Kankariya Gate, Aradhana Cinema – Diwan Ballubhai School- Raypur Darwaja [ Total Length :- 5.30 K.M.]</b>
				<b>Regrading &amp; Resurfacing of Varioud T.P. Roads in the City of Ahmedabad. [Total Value of Project :- 25.89 Crore.]</b>
				<b>Construction of Road and Retaining wall with Infrastructure Services Like Electrical, Strom Water, Drainage Works on East and West Bank of River Sabarmati for Sabarmati River Front Development Project</b>
				<b>BRTS Ahmedabad Project at Soni Ni Chali – Odhav, Soni Ni Chali – Sarangpur , Kalupur to Naroda Gam, and Shahalam to Astodia and Ellisbridge – Astodia. [ Total Length 19.550 K.M]</b>

#### **Job Profile:-**

- Preparation of Comparative Statements after Negotiation.
- Prepared & issued Purchase Orders (PO/WO) in accordance with the selected vendors, price & technical specifications
- Expertise in Material Management activities involving Material Planning, Techno-Commercial Negotiations, Scheduling and Procurement of Global Procurement basis materials from sources
- Track record of developing vendor for quality supplies of materials with an aim of reducing cost while improving quality, reliability and delivery
- Developing and updating purchase policy and planning as per market for management of purchasing information and systems
- Purchasing within estimated budget; if exceeds, proceed for approval

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- Developing long-term partnerships with local suppliers; managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms
- Follow-up with Suppliers and Transporter for timely Delivery of Materials.
- Checking of Suppliers & Transporters Bills for Payments.
- Preparation & Maintaining all data related to Purchase Department.
- Knowledge of tendering work.

*With Best Regards,  
(Sanjay Pranami)*