

NIKITA PATEL

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Seeking for an opportunity to work with an organization that will provide a platform to utilize my technical skills and enrich my knowledge to help in process of organization and self-growth. Excellent public-facing point person for Clients, Customer and vendors and equipment and service providers. Tech savvy and efficiency focused.



EXPERIENCE

12/2021– Present

Post-Associate, GE Power System Pvt. Ltd., Sanand Plant

06/2019- 12/2021

Post-Diploma Trainee, GE Power System Pvt. Ltd., Sanand Plant

Prepare purchase orders based on requirements, place and confirm orders with suppliers, and monitor deliveries until they are complete.

Having proper knowledge of SAP (SAP material management module).

Accurately maintains records, efficiently manages inventory, and skillfully negotiates for the procurement of goods and services.

Purchase Order releasing, Scheduling, material follow-up, Communication with vendors for inputs and service support.

Summary files preparing to finalize LO vendor.

Collaborated with the logistic department, confirming shipping date and deadlines, monitoring product deliveries.

Ensure cost saving and maintaining budget delta.

Kept accurate records on quarterly costs and financial projects.

Evaluated client contracts and took part in negotiation process.

Quick responsive for delivery commitments.

Manage assigned commodities and supplier to meet organization's objectives related to quality, cost, delivery performance and schedule.

Supplier performance and management of the procure to pay cycle.

Committed to maintaining productive client and vendor relationship.

Handle all billing issues and coordinate with finance team for on time payment.

Working on Cagadim SY tools for clear out supplier invoices.

Maintained a Turbine assembly parts material availability.

Sending material to supplier end for repair and rework by coordinating with Logistics team.

Maintained contact with clients and quickly addressed any questions. Confirmed compliance applicable with GE.

Lead and involve team in Kaizen and PDCA approach for problem solving.

Doing the RGP/NRGP process for material in and out.

Seeing Lifting tools& tackles inventory and other documentation.

Actively working on Smartsheet.

Doing shop activity like material issued, EHS framework audit, OSS activity.

06/2018– 06/2019

Apprentice, GE Power System Pvt. Ltd., Sanand Plant

One year experience in Turbine blades manufacturing.

Monitor and ensure production target as per plan.
Daily production update
Process capability sheet maintaining



EDUCATION

› 2015

SSC, Gujarat Board

Pass out with 76%

› 2015 to 2018

Diploma in Electrical, GOVERNMENT POLYTECHNIC FOR GIRLS, SURAT, GTU University, Pass out with 9.1 CGPA.

HIGHLIGHTS

Negotiation. Purchasing. Inventory Control. Material Management. Teamwork. Project management. Supplier relationship management. Excellent communication skill. Problem Solving

ACCOMPLISHMENTS

Recognized as best Kaizen award by GE power for reducing 10% cost in Tools, Consumables& Utility. Participant of Nuclear Project Tooling, KT and Qualification cost reduction Kaizen event. ISO 14001 & 45001 Environmental, Health and Safety Internal auditor certified by TUV NORD group.

SKILLS

- Curious about new technologies.
- Problem solving
- Ability to work collaboratively as part of a team
- Effective 5s work

APPLICATIONS

ERP SAP system. Microsoft Office certified (Excel, Word, PP). BASWARE. Smartsheet

ACTIVITIES

- In my spare time I do Art it helps elevates your mood
- Different love on Nature so doing plantation& clicking pictures.
- Drawing& painting
- I love to listen music

SRTENGTH

- Hard working. Teamwork. Honest. Creative



PERSONAL DETAILS

Date of birth: 26 June 1999

Father's name: Rajeshbhai Dahyabhai Patel.

Mother's name: Kalpnaben Rajeshbhai Patel

Language known English, Hindi, Gujarati

Nationality: Indian

Interested area: Designing, Engineering Programming

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

Thanks& Regards,

Nikita Patel