

Harsh Patel

23 Nandanvan Tenament
behind akshar appartment

laxmipura road, Vadodara, India
D.O.B : 27-12-1996
Marital Status : Single
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OBJECTIVE

An Electrical engineering graduate with 1 year of full-time experience working as a Purchase Engineer (Trainee) for Jyoti LTD. and Purchase of electrical components as well as mechanical and hardware parts. Looking for a challenging role in a growth-conducive environment where hard work receives rewards and recognition.

EDUCATION

Degree/Course	institute	Year of Passing	Percentage / Grade
Electrical Engineering	ITM universe	2018	6.98
HSC	Alembic Vidhyalaya	2014	69
SSC	Nootan Vidhyalaya	2012	82.40

WORK EXPERIENCE

Organization	Designation	Duration
Jyoti LTD. Switchgear division	Purchase Engineer (Apprentice)	01-09-2018 to 31-08-2019

Role : Purchase of high quality Electrical, Electronics and mechanical components for MV switchgear from 3.3KV to 33KV vacuum circuit breaker. Deal with vendors and get negotiation done in given time development of new vendor and documentation according to ISO-9001.

Key responsibilities:

- Get indent from Planner
- Discuss specification of required product from Design department
- Cross check stock of required items with store department.
- Inquiry for required materials to the distributor or manufacturer.
- Make comparison of rate, delivery time.
- Make Purchase Order for required products.
- Get Audit generated PO.
- Send PO to vendor
- take regular follow-ups with vendors.
- Get material delivered on time.

LANGUAGES

Gujarati

English

Hindi

INTERESTS

Purchase Department

Procurement

Design Department

SKILLS

Ms word

Ms Excel

Ms PPT

Oracle SAP

Purchase and negotiation

HOBBIES

Cooking

Traveling

Singing

Trekking

ACHIEVEMENTS

Have performed as a Singer at various events.

Runner up in inter-college Robotics Competition

Participated and won various Kabaddi tournaments at school.

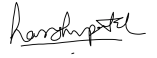
Completed trek to Dein Kund, Dalhousie, 10000 feet

DECELERATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: 14-02-2020

Place: Vadodara

A handwritten signature in black ink, appearing to read 'Harsh Patel', with a horizontal line underneath.

(Harsh Patel)