

## CURRICULUM VITAE

**RISHABH D. PATEL**

**B.E. Mechanical engineering**

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### CAREER OBJECTIVE

A challenging position in employment services where to utilize my talent and want to growth with the industry and become a reputed position person doing hard work and want to deliver my best performance.

### CAREER SUMMARY

- Mechanical engineer having experience in Planning, Purchase and Vendor development.
- Areas of expertise like Production planning, Purchase and vendor development project management.
- Experience as an individual as well as team to provide the best outcome under minimal supervision.
- Having a combination of fields of mechanical Engineering in Planning & Procurement. Self motivated, hard working and goal oriented with a high degree of flexibility, creativity & commitment.

### CAREER RECORD

#### CURRENT EMPLOYMENT

Company - **GMP Machineries & Packaging**

Designation –**Purchase Executive**

Duration - Dec'21 – Pursuing

Key Responsibility Area:

- Responsible for procurement of capital items for Pharmaceuticals project like Liquid, powder, capsule, ointment machines.
- Responsible for procurement of capital items for Pharmaceuticals project like duct cleaning, Wall partition, AHU piping.
- Procurement planning, PR to PO of bought out parts, bearings, material handling services, packaging material.
- Procurement of Laboratory equipments for pharmaceuticals QC lab.
- Coordinating with different departments like quality, R&D, accounts, logistics to manage issues.
- Price negotiation as well as bargaining with suppliers to achieve best possible price.
- Alternative supplier development for achieving cost & delivery optimization.
- Timely release schedules to suppliers, release purchase orders.
- Material advance planning / scheduling to vendors against forecasting as well as monthly basis to reduce production losses in benefits of price as well.
- Responsible for create payment requisition for vendors and suppliers.
- Daily review meeting with PPC team & strongly follow-ups with suppliers for shortage items.
- Gathering minimum 3 quote for price comparison as per standard policy.

#### PAST EMPLOYEMENT

Company - **Parle-Elizabeth Tools Pvt Ltd**

Designation –**Planning & Purchase engineer**

Duration - April'21 – December'22

Key Responsibility Area:

- Managing all active SJO in press part and Turret production of tablet pressing machines with Master production schedule.
- Preparing project timelines using MPS in Microsoft excel to help manage production, and vendors for timely delivery and kept sales team and customers apprised of the most up to date of delivery schedule.
- Interact with sales team and customers regarding project timelines, delays, and design or assembly issues during production to ensure confidence in all current and future projects.
- Responsible for procurement of capital items for Pharmaceuticals project like duct cleaning, AHU piping.
- Communicate with vendors concerning orders placed, answering any questions about drawings and confirm delivery dates and shipping methods with continuous strong follow up.
- Maintain weekly communication with all sales team regarding the status of each order and prioritize production schedule based on the customers' needs.
- Established a controlled item list to make the purchasing process more efficient due to the complex and various requirements of the customers.
- Prepare necessary reports regarding costing of parts, rate negotiation, vendor development rating and prepare monthly MIS report.
- Develop and execute production schedules based on business demands manage the scheduling of dispatch dates for all incoming orders
- Establishes priorities for specific customer orders, and revises schedule according to work order specifications, established priorities.
- Handle customers from reputed companies respond and resolve their problems and queries.
- Expedite spare orders and establish delivery dates for the same.
- Effective negotiating with the Supplier to add Profit to the company against the estimated Budget.
- To monitor supplier's quality performance organize review meeting between suppliers and purchase department on monthly basis.
- Regular communicate with user to provide them update regarding material availability and status of inquiries.
- Submit invoices to account department regularly for smooth payment system.
- Review potential alternatives and options by comparing cost, consumption and technical details.
- Arrange dual source for all critical items to prevent Out of stock situations.

## **PAST EMPLOYEMENT**

**Company - Jasubhai Engineering Pvt Ltd**

**Designation – Planning and purchase engineer-(Aerospace & Defense Division)**

**Duration - Sep'17 – April'21**

### **Key Responsibility Area:**

- To looking after planning and development of new parts for machining as per project details.
- Vendor development for machining and other manufacturing process.
- Finalize Process sequence and monitoring until it's stabilized for production under guidance.
- Manage and update project management plans and project monitoring on regular basis.
- Control and issue customer drawings, IP-QP and other AS documents to concern department.
- Maintaining and controlling Aerospace & Defense documents as per AS: 9100-D.
- Make purchase indent of material (bar stock, with material components, labor, bought out) for engineering department.
- Make purchase order in Oracle system.
- Tracking and follow up for ordered material for on time delivery.
- To meet the vendor and communication regarding material requirement & price negotiation.
- Vendor development for machining and other manufacturing process.
- Reviewed suppliers for quality, cost and responsiveness create streamlined process for the company.
- Analysis of vendors and suppliers to select most suitable to deliver high-quality products at competitive pricing.

## ACADEMIC CREDENTIALS

### Bachelor in Engineering [Mechanical Engineering],

Narnarayan Shastri Institute of Technology, Jetalpur/ Ahmadabad  
CGPA: 7.10, Year of Passing-2017

### Diploma in Engineering [Mechanical Engineering],

Image engineering and technical Institute, Kheda/ Gujarat  
CGPA: 7.32, Year of Passing-2014

#### CORESKILLS

- Project & production planning
- Supplier relationship
- Purchase & vendor development
- Negotiation & Communication
- MS office/Oracle

#### INTER PERSONAL SKILL

Leadership  
Decision making  
Punctual and well organized  
Self motivated  
Always ready to learn

## PERSONAL DETAILS

- **Date of Birth:** 21<sup>st</sup> November 1995
- **Language Known:** Gujarati, Hindi, English
- **Interest :** Reading books, Music, travelling