**RESUME**

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| **AJAY K. MEHTA**  **G-103,Pushker Hill**  **OPP – Gurudhwara ,Odhav Gam**  **ODHAV, AHMEDABAD, GUJARAT.**  **Mob : +91 851-105-5641**  **Email :** [**ajaymehta009@rediffmail.com**](mailto:ajaymehta009@rediffmail.com)**,** |
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**CAREER OBJECTIVES**

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To contribute to the growth of the organization with utilization of present skills, knowledge and expertise and at the same time capture opportunities for constant learning and career development.

**STRENGTH**

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* Strong in purchase, Store and field work
* Strong adaptability towards all situations
* Positive Attitude and fairly open to feedbacks
* Accurate & punctual for dead lines
* Believe in Perseverance & Team Work
* Administration, Banking and clerical works.
* Co-ordination with all Department & Manufacturing unit.
* Material Planning & manage of Man Power.
* Working in ERP System, Document In word & out word.
* Making GRN & stock Transfer In ERP system.

**Areas of Interest**

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* **Marketing, Sales ,Purchase, Production, Store.**

**ACADEMICS**

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* B.COM passed in year 1997 .
* H.S.C – Ahmedabad

**COMPUTER PROFICIENCY**

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Packages Used : Microsoft Office.

Operating System : Windows 98, 2000, XP.ERP System

**WORK EXPERIENCE**

**•** Presently working with **GARUDA PUMPS PRIVATE LIMITED**  **– AS PURCHASE EXECUTIVE &**

**Marketing,Sales, All Type Company work.**

**(April 2018 – Till Date)**

**•** Presently working with **Nita Engineering**–**Manager**   **– AS PURCHASE EXECUTIVE &**

**Production INCHARGE,Marketing,Sales, All Type Company work.**

**(April 2015 – March-2018)**

* Consumable purchase.

**•** Presently working with **Jee Pumps (Guj.)Pvt.Ltd.**– Odhav **– AS PURCHASE EXECUTIVE & Project Incharge . (April 2013 – March 2015 )**

**•** Worked with **APURVI INDUSTRIES** – Rajpur **– AS PURCHASE EXECUTIVE & STORE INCHARGE. (Dec 2002 – March-2013 Till Date)**

* All type of raw material purchase.
* Consumable purchase.
* All type work of purchase and Store.

**RESPONSIBILITY (PURCHASE)**

* Creation of vendor Master Data, Order & Documentation
* Follow up for order acknowledgment
* Making Purchase Order
* Cost Comparison & Break up analysis
* Co-ordination with Finance Dept. for Supplier Payment
* Co-ordination with Suppliers for uninterrupted Material Flow at sites
* Co-ordination with Production dept. for daily requirement of material.
* Every quarter Co-ordination with vendor with change in rates
* Technical analysis of requirement and find necessary offers for that
* Timely procurement of material in the area of outsource as per the specification and quality with right price at night time as per the business objectives.
* Market watch and price trend analysis .
* Vendor Identification, development and evaluation as per the business requirement in the area of out source.
* Vendor visit and supplier audits as per the business needs.
* Negotiation and cost reduction in the area of outsource.
* Procurement planning, budget control and execution in the area outsource.
* Vendor payment management in the area of outsources.
* Reconciliation of vendor account and advances made in the area of outsource.
* Timely communication with external and internal customers in the area of outsources.

**DUTIES & RESPONSIBILITY**  **(STORE & Purchase)**

* To prepare all indent material requisition and to verify the (Electrical, Raw Material, and Daily use of material)
* Would be responsible for receiving, Materials checking and making MRN
* Would be responsible for daily required material checking & maintenance.
* To prepare report of discrepancy in the case of any short supply, wrong supply or transits damages
* To update the inbound register and raise the GRIN to book material cost so that the suppliers receive payment in time.
* To ensure Proper storage, billing of the items, coding as well as preservation of the same. Marinating the stock as Batch wise.
* Daily Physically verification of store, keeping stores as per the material required for consumption and maintain minimum stock level of fast moving item.
* To keep records, Documents and quality audits.
* To Follow with all orders of materials with party and purchase dept. reference by Purchase Order.
* To ensure that all incoming material are physically counted, Measured or weighted and to verify specification as per purchase order and proper store and stacked.
* In case if there is any difference in receipt of material should be written in the LR/ Docket and inform to the vendor along with Purchase team.
* Check the material and pass the bill (after checking the Purchase order)
* Report generation (daily, monthly, Bank Statement, Excise Report, Contract Report, Consumption, and Monthly etc.)
* Checking of material after them send them to inspection dept. for Further approval
* Some material also send Outside in laboratory for checking purpose (SS304, SS316, ETC)
* Before passing the bill collect the inspection report
* Timely Co-ordination with HO, sales, local Branch, Account and C&F and logistics regarding arranging the transport / courier for pick up or arranging local tempo for local delivery in case if required
* All Computer work (in ERP system) report are independently handle
* And all the basic Duties of store Dept. regarding sending the material to party, courier,

Handling the cash, sending the material to party in case of rejection, gate pass, maintenance of stock, debit & credit note etc.

* Making invoice, documents and arranging for dispatch the material in time to the customer
* Currently Handling 3 Warehouse of Raw-Material, finishing Goods and Repacking
* Labeling, Stacking, inform the QC dept. for sampling
* Minimum Inventory Stock of all product and indent for purchase after consult with production dept.

**PERSONAL PROFILE**

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Date of birth : 23rd May 1976

Permanent Address : **G-103,Pushker Hill**

**OPP – Gurudhwara ,Odhav Gam**

**ODHAV, AHMEDABAD, GUJARAT.**

Languages : English, Hindi, Gujarati

Marital status : Married

Hobbies : Reading, Traveling, Music

I can adjust my self any kind of environment very quickly and have learnt to work in groups as one is team. I can proceed logically like to work independently but in confluence with my colleagues and under the guidance of seniors. I am hardworking person looking forward to capitalize my brain.

**Place**: Ahmedabad Ajay k. Mehta