**Curriculum Visit**

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| **Gaurav S Sharma** |
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| |  | | --- | |  | | Personal Summary | | Quest to work in a professional atmosphere, which will help me to impart knowledge about the latest technologies in the world of information by virtue of my diligence, sincerity and dedication. I intend to contribute positively towards the growth and prosperity of the company. |  |  | | --- | |  | | Areas of Expertise | | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  |  * Managing suppliers * Supplier visits * Cost Reduction, JIT, 5S, Kizen. * ISO Document Preparation * Negotiations Skill * Vendor Development * Product procurement * Supplier performance  SYSTEM KNOWLEDGE  * SAP * ERP-MFG Pro * Fox-Pro * QAD * Internet , Ms Office |  |  | | --- | |  | | Work Experience | | |  |  | | --- | --- | |  |  | |  | | | * **Working as a Purchase Manager in Apollo Infratech Pvt Ltd (Rajpur) Mehsana from Nov.2018 to Till Now.**   Working Activity:  This Company is Leading Manufacturing of All kind Batching Plant, Self-Loading Mixture Machine, Paver Machine, Cap Machine as per all building constructions Equipment.   * **Working as a Purchase Manager in Sahajanand Laser Technologies Ltd (Ahmadabad) from**   **May.2015 to Fab.2018.**  Working Activity:  They are leading manufacturer of Laser Cutting machine ,Laser Marking machine ,Diamond Cutting Machine   * **Working as a Asst. Purchase Manager in Cybernetik Tech. Pvt. Ltd (Nadiad) from Jan.2013 to April2015.**   **Working Activity:**  They are leading manufacturer of All kind of PCS (Powder Conveying System), Silo, Bucket Elevators, High Pressure System etc.   * **Working as a Sr. Purchase Engineer in Karnavati Engineering Ltd. *Ahmadabad (Gujarat)* from**   **March-2010To Jan-2013.**  **Working Activity:**  This is Pharma Machine Manufacturing Company and they are manufacturing all type of tablet, graduation and packing machine.   * **Worked as a Purchase Officer in Kevin Process Technologies PVT. LTD .*Ahmadabad (Gujarat)* from August-2006 To Feb.2010.**   **Working Activity:**  This is Pharma Machine Manufacturing Company and they are manufacturing all type of tablet and graduation machine. | | |  | | |  | | |  |  | | --- | |  | | Professional Skills | | • Ability to effectively communicate with suppliers both in written form and verbally. • Building effective relationships with peers outside own team. • Confident in managing junior staff. • Developing value added supplier relationships and practices. • Experience of using specialist inventory software. • Good practical knowledge of all Microsoft Office packages including Excel, Work and Power Point. • Handling multiple projects at one time. • Identifying opportunities for cost improvements. • Knowledge of the auditing process, documents and forms. • Maintaining best working practices at all times. • Strong negotiating skills. • Working knowledge of general ledger and accounts payable principles and applications. |  |  | | --- | |  | | Personal Skills | | • A good listener and talker who can hold a conversation with complete strangers. • Able to quickly build credibility with people I have just met. • Articulate, polite and well mannered. • Confident enough to rely on own experience and judgment to plan and accomplish goals. • A quick thinker who is able to make fast decisions. • Making decisions without the help of others. • Ensuring the right tasks are done by the right people at the right time. • Never giving up on a job half way, always seeing it through to the end. • Accomplishing a job with a minimum expenditure of time and effort. • Reducing the unnecessary usage of materials, energy and effort. • Able to inspire confidence and loyalty in others. |  |  | | --- | |  | | Education | | |  |  | | --- | --- | | ISBM, Ahmedabad | Jun 2006 - April 2009 | | Mechanical Engineer **DME(Mechanical Engineer)** | | |  | |  |  |  | | --- | --- | | Seth C.L, Ahmedabad | April 2003 - March 2004 | | English ,Science,Maths **HSC (12th)** | | |  | |  |  |  | | --- | --- | | R.H.H.H.S, Ahmedabad | April 2002 - March 2003 | | English,Maths **S.S.C (10th)** | | |  | | |  |  | | --- | | PERSONAL INFORMATION Name :Gaurav Sharma  Father’s Name : Subhash Chandra Sharma  Birth Date : 23/07/1986  Sex :Male  Marital Status :married  Nationality :Indian | | Hobbies | | Playing Cricket  Volley Boll DECLARATION I hereby declare that all the information provided above is true to the best of my knowledge and belief.  Date : **Gaurav Sharma**  Place : Ahmedabad Mobile No:-954325500 | |  | |