#### RAJESH VISHWAS BHAMRE

#### Objective

To associate myself with an organization in which I can utilize my Skills, Abilities towards industry and work to my highest potential. To make an significant

Contribution towards professional and organization growth.

#### Work Experience / Positions Held

**Organization: CIPLA LTD.MUMBAI**

* **Dates :** Feb 2012 to till Date
* **Title :** Executive –Purchase

**Description of job responsibilities**

• Generaing Enquiries for the API, Excipents,

• Preparing Comparative Statements for Raw Material & getting approval.

• Negotiation with supplier, & finalisation

• Preparing & Processing API, Excipents,

Purchase Orders in PharmaSuit **System**. Knowledge of SAP System MM Module

• Dispatching Purchase Orders to the concern Suppliers / Parties.

• Co-ordination with Suppliers for Timely delivery of Materials

• Evaluating & Selecting & Developing New Vendors

• Collecting Samples from New Vendors & Forwarding the same

for Analysis & Approval

• Co-Ordination with R & D For Sample Results

• Filling & Record Keeping of the Purchase Orders & other relevant documents.

• Co-ordination with various departments like Production, Stores,

QC / QA , Accounts, Regulatory Affairs.

• Co-Ordination with Vendor & Regulatory Affairs for DMF & various documents.

**Organization: S KANT HEALTHCARE LTD.MUMBAI**

* **Dates :** Sept 2011 to Jan 2012
* **Title :** HOD–Purchase

**Description of job responsibilities**

• Preparing Production Plan for the Month

• Generaing Enquiries for the RM, PM, API, Misc, General, Engg, Lab Chemicals

• Preparing Comparative Statements for Raw Material & getting approval.

• Negotiation with supplier, & finalisation

• Preparing & Processing RM API, Excipents, Intermideates

Purchase Orders in PharmaSuit System. Knowledge of SAP System MM Module

• Dispatching Purchase Orders to the concern Suppliers / Parties.

• Co-ordination with Suppliers for Timely delivery of Materials

• Evaluating & Selecting & Developing New Vendors

• Collecting Samples from New Vendors & Forwarding the same

for Analysis & Approval

• Co-Ordination with R & D For Sample Results

• Filling & Record Keeping of the Purchase Orders & other relevant documents.

• Co-ordination with various departments like Production, Stores,

QC / QA , Accounts, Regulatory Affairs.

**Organization: MEDLEY PHARMACEUTICAL LTD.MUMBAI**

* **Dates :** April 2008 to July 2011
* **Title :** Commercial Officer Purchase Department

**Description of job responsibilities**

• Preparing Production Plan for the Month

• Generaing Enquiries for the API Product

• Preparing Comparative Statements for Raw Material & getting approval.

• Negotiation with supplier, Assisting Purchase Manager in finalisation

• Preparing & Processing RM API, Excipents, Intermideates

Purchase Orders in **SAP System**.

• Dispatching RM Purchase Orders to the concern Suppliers / Parties.

• Co-ordination with Suppliers for Timely delivery of Materials

• Evaluating & Selecting New Vendors

• Collecting Samples from New Vendors & Forwarding the same

for Analysis & Approval

• Co-Ordination with R & D For Sample Results

• Filling & Record Keeping of the Purchase Orders & other relevant documents.

• Co-ordination with various departments like Production, Stores,

QC / QA , Accounts, Regulatory Affairs.

**Organization: Hetero HealthCare Ltd. Mumbai**

* **Date: (Aug 2007 – March 2008).**
* **Title : Jr. Officer Purchase**

**Description of job responsibilities**

• Preparing Comparative Statements for RM requirement.

• Preparing & Processing RM Purchase Orders.

• Forwarding documents to Head Office

• Filling & Record Keeping of the Purchase Orders & other relevant documents.

• Dispatching RM Purchase Orders to the concern Suppliers / Parties.

• Follow-up with the Supplier for timely delivery of the Material

• Follow-up with Loan License party’s for actual Material received.

• Follow-up for monthly statements with Suppliers in regards to material Supplied

& Actual Material Received .

• Follow-up with Suppliers for Stock Statement.

• Checking of Stock Statement & forwarding the same to Accounts Department

**Organization: Otis Elevator Co.(I) Ltd. Mumbai**

* **Date: (June 2005 – July 2007)**
* **Title :** Purchase Asst.

**Description of job responsibilities**

Assisting in Data Administration.

\* Processing Data in System for Regions.

\* Helping End User to Generate Purchase Order.

\* Correspondence with Regional Office.

\* Assisting in Regional Purchase.

**EXPERIENCE**

* **Total : 8yrs 2 Mths**

#### EDUCATION

#### Diploma In Material Management

#### Persuing GDMM from IIMM Mumbai.

**BACHLOR DEGREE**

* **Date :** 2003
* **Degree :** B Com
* **Institution :** Mumbai University
* **Grade :**

**COMPUTER EXPOSURE**

* Sound knowledge of computer (Windows, MS-office)
* Knowledge of SAP ( Material Management Module)

**PERSONAL DETAILS**

* Date of Birth : 4th Apr 1980
* Languages Known : English, Hindi and Marathi
* Marital Status : Married
* **Present Address :** Gorai Village ,

Near Police Station Gorai,

Borivili (W)

Mumabi 40091

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* E-mail : [rvbhamre@gmail.com](mailto:rvbhamre@gmail.com)

Primary Business Address

Your Address Line 2

Your Address Line 3

Your Address Line 4

Primary Business Address

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Your Address Line 3

Your Address Line 4