**Curriculum Vitae**

**SHAUNAK M SHAH**

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# Career Goal

“Seeking for a responsible career in Material Management, Purchasing and logistics field, where in I can utilize my enriched professional aspects of knowledge and skills for making a significant contribution to the success of an Organization.”

# Career Summary

* 19 years of experience in various facets of procuring materials from national and international markets.
* Experienced with inviting and allotting tenders.
* Expertise in developing local vendors, reducing the cost of procurement of material.
* Successfully implemented vendor development programmes including training for vendors.
* Experienced with implementing systems of inventory management avoiding over-stocking or wastage.
* Working knowledge of SAP R3 ECC6.0 EHP4.

# Key Skills

**For Purchase management**

* Assigning RFPs to respective buyer.
* Setting up the weekly, monthly, quarterly procurement plan.
* Intimating user team to raise Indent for renewal of Contracts and AMCs.
* Procurement of IT peripherals, Mechanical Engineering spares, All Consumables, Promotional materials, Plant machinery from national and international market.
* Development of alternative local sources for imported spares which helps in cost saving.
* Purchasing machines with improved technology to increase production.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Inviting and allotting tenders.
* Proactive updates to user on delivery/ services to meet project deadlines.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
* Verification of Payment claim form based on PO and Invoice
* Liaison with finance department for timely payment of bills.
* Developing reports on procurement and usage of material for top management.
* Clearing the Audits with no NCs’ and providing data as required by Audit team.
* Arranging MIS report as per Management requirement
* Review of RFPs, POs released which are not executed completely.
* Providing MIS report to Management about transactions made against each category.

**For Vendor Development**

* Effective management of vendor database.
* ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
* Development of new vendors.
* Introducing new vendors for healthy competition.
* Conducting trainings for vendors to educate them about company’s requirements and help them in improving their performance.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Running programs to evaluate vendors based on the feedback from internal stake holders.
* Developing reports on various programs run for vendor development for top management.

**For Stores Management**

* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Implementing Standard Operating Procedures within the warehouse.

For Merchandise

* Collect leads from Indiamart and offline.
* Get offers from market as per requirement of buyer and close the leads successfully.

# Achievements

* Saved substantial amount in the year 2014 by identifying imported vendors china to supply material conveyor belt which was earlier procured from domestic vendors.
* Developed Home care products from initial stage to offline market across the Gujarat and online platform like Amazon, Flipkart and Meesho.

# Employers

* Working as a Purchase Manager with ‘Saya Group’ - Friends & Co since 18.12.2018 till date.
* Worked as a Deputy Manager - Commercial for “Sanghi Industries Limited” from Aug.’2002 to 3rd July2018.

# Employer profile

* SAYA Group has vast experience in manufacturing of Pigment Paste and Industrial Fragrance. In the last 3 years they introduced ‘SAYA’ brand in Household products.
* SAYA has specialized in Pigment and Industrial Fragrance for over 29 years and has acquired a strong position in especially the pigment business in India and Abroad. Since last 29 years SAYA has satisfying his valuable domestic and international customer base.
* Sanghi Industries Ltd. is an India's Largest Single Kiln capacity 12000 TPD, Export Oriented Dry Process Cement Plant at Kutch dist., Gujarat. The Plant is equipped with its own Captive Mines, Jetty, Diesel Generator Power Plant of 45 MW, Thermal Power Plant of 60 MW, and 5500 M3/day capacity Desalination Plant.
* Worked as Audit Assistant for “Sunil Gandhi & Associates” from May 2000 to Aug.2002.

# Educational Qualifications

* B.Com. Cleared in Year 2000.
* H.S.C. Cleared in Year 1997.
* S.S.C. Cleared in Year 1995.

# Computer Knowledge

* SAP R3, MS-Office, Internet Awareness Linux OS.

# Personal Details

Date of Birth : - 21st January 1980

Nationality :- Indian

Language Known :- English , Gujarati , Hindi

Marital Status :- Married.

Address :- C-103, Nirmal Residency, Nr. Navprakash Society,

Opp. Rajwadu, B/h. Malav Talav, Jivrajpark, Ahmedabad 380051.

# Salary

* Current CTC- Rs5.98Lac per annum.

# joining time

* 3 month. Can be negotiable.

# References

* Will be produced at the time of Interview if needed.