**Sonal Surana**

**Contact No**. 9714077739 (Mb.)

**Email: ssonabhl2004@gmail.com**

**Career Objective:** To obtain a career in the field of Procurement in an Organization where my learning and strengths are put to maximum use and at the same time, understand and implement Procurement strategies and practices for the simultaneous growth of self as well as the organization.

**SYNOPSIS**

* An astute professional with hands on experience in overall Procurement functions.
* An effective communicator with excellent interpersonal, coordination and organizational skills with proven capability to manage the Procurement functions
* A team player with strong analytical, problem solving skills and a detail oriented attitude.
* Deft at working in a fast paced environment and delivering results.

**CAREER SKETCH**

* **Carysil Limited (formerly known as Acrysil Ltd), Bhavnagar**

**Procurement/Sourcing- Manager, ( July 2022 to Present )**

* Managing product/component procurement and sourcing ( IMPORT ) for home appliances & sanitary wares handling the entire purchase operations including sourcing, order processing and material management.
* In regular touch with suppliers for product pricing, product ETD and new developments.
* Price negotiation with suppliers for new as well as regular products.
* Check the Product Costing for new as well as regular products.(20'FT,40'HQ & LCL)
* In contact with Freight Forwarders for rate negotiation.
* Keeping track of shipments which has already sailed out, railed out or reached the Clearance port.
* Arranging the LC or TT payment to the suppliers(Overseas & Domestic) as per the agreed payment terms and schedule.
* Verifying and confirming the original documents to suppliers.
* Providing the original documents for clearance as and when it arrives at the Indian Sea Port for clearance. SIMS certification for Hob and any Stainless Steel product shipments approving the final checklist for filing of Bill of Entry.
* **Healthcare Global Enterprises Ltd ( HCG ), Bhavnagar**

**Unit Purchase Head - ( Jan 21 to April 21 )**

* Handling General & Pharmacy purchase of Bhavnagar Unit.
* Excellent negotiation skills with proven track record of achieving numerous cost saving during career span.
* Identification of new good alternate sources to arrange required material on time.
* Approve requisitions, purchase orders and Vendor invoices after all requirements are met.
* Negotiation of contracts for F&B as well General supplies.
* Establish effective team leadership and management processes within the procurement department.
* Review & evaluate vendor’s performance to ensure conformity within agreed service levels and goods/services delivered are of expectations.
* Assign tasks, review work, and provide direction to staff while ensuring purchasing processes are met within established timelines.
* **Ray Banquet & Hotels Pvt Ltd,Ahmedabad (June-16 to Aug 18)**

**Purchase Manager - Project of Courtyard Marriott**

* Procurement of all kind of material (Civil, Mechanical, & Electrical).
* Develop and execute procurement strategies for purchasing of manufactured or whole sale items.
* Analyze vendor quotes and select products from suppliers based on price and quality.
* New Vendor Development, Price Negotiation with vendor, Material Delivery and Payment etc.
* Challenged to ensure timely delivery of materials as per specifications within the set quality and timely delivery of materials.
* Knowledge in filing of Bank guarantee, EPCG License to DGFT and Customs.
* Organize import and logistical operations, place orders, prepare customs documents and keep the contact with customs agents.
* **Cadila Pharmaceuticals Ltd,Ahmedabad ( Jan 13 – July 15 )**

**Assistant Manager – Procurement - Gifts**

* Responsible for Gifts Procurement process for the entire business division.
* Facility Visit of different manufacturing locations of vendor.
* Attending different gift expo and trade fairs for sourcing the new vendors and keeping in touch with the new gifts trend and market analysis, to match the PMT’s requirement for the different type of gifts.
* Handing Quarterly Stockiest bonanza.
* Preparing MIS and reports for the given saving targets to achieve management goal.
* Sourcing new vendors through different available sources and from in house database.
* Negotiating with the vendors for rates after comparison, for all the existing and new products to achieve the organizational goal.
* Responsible for timely delivery, for all the products after placing the PO.
* Keeping track of indent wise delivery.
* Emphasizing the significant contribution by Procurement department like clearance of pending cases of quality, problems of transporter, and other issues related to products delivery etc.
* **KEWAL INFRATECH PVT LTD,Ahmedabad** ( **Mar 11 – Jan 13 )**

**Manager – Procurement**

* Check all contracts and orders for fulfillment and well performance.
* Releasing purchase order, follow ups for the materials from vendors.
* Maintained excellent business relationships with clients, and vendors.
* Negotiation with vendors regarding price, quality & delivery.
* Price & Credit term negotiation.
* **SISTEMA SHYAM TELESERVICES LTD ( MTS ), Bhilwara**

**( 2005 to 2010 ) Associate Specialist – Customer Delight & Services**

* Responsible for all **Customer Relations Management** activities at prominent textile town Bhilwara, Shahpura, Gangapur & Karohi.
* Handling Customer Service issues & queries.
* Customer Retention and relationship building through telecalling and providing them optimum Solution to their problems.
* Regular meeting with the Corporate & high revenue customers.

**INTERESTS AND HOBBIES**

Music; Dancing; Reading;

Interacting with People, Watching Movies

**QUALIFICATION OUTLOOK**

* Schooling from St. Paul & Mahila Ashram School.
* Bachelors in Commerce from M.D.S. University Ajmer.
* MBA in HR from Sikkim Manipal University in the year of 2008.

**PERSONAL DOSSIER**

* **Birth Date & Place:** 02nd August 1983, Udaipur, Rajashan.
* **Spouse Name & Profession:** Mr. Sharad Surana

Associated with Aditya Birla group, Ultratech Cement

* **Address (Permanent):** G-304, Orchid Elegance, Opp.Safal Parisar 1,

Near Sobo Centre, South Bopal, Ahmedabad – 380058.

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