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| **CV**  **NIRAV JANAKRAI SOMPURA**  2 Sai Nivas Row House,  Opp Satya Sai Hospital, Near Vishwakarma Temple,  Ahmedabad-Dholka Highway Kashindra, Ahmedabad 382210  M.N.: 09687637473  Email:sompuranirav@gmail.com |  |  |

# Career Objective

To pursue a dynamic and challenging career with an organization of repute, which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

During My job I have assumed responsibilities and met deadlines effectively.

Responsibilities included assisting, coordinating and execution of the various assignments:

# Job Experience

* Sadhana Nitro Chem Limited (SPIDIGO) – Ahmedabad Since November ’09 Conti. As a Store In-charge and Purchase Executive.
* Sarjan Water Tech Pvt. Ltd. – Ahmedabad from Sep’07 to Oct’09 as Store In-charge.
* *Oilco* Services (India) Limited – Ahmedabad from Dec’05 to Aug’07 as Spare Parts In-charge Cum Account Assistant.
* V-Trans (India) Pvt. Ltd. – Ahmedabad from June ’05 toNov’07 as a Branch In-charge
* United Oil Pvt. Ltd. – Ahmedabad from April’02 to May ’05 as a accountant.

# Work Experience:

* Responsible for issue of material against departmental indents.
* Responsible for return of material against departmental indents.
* Receiving the material at Receiving Bay & Processing of Challan
* Checking expiry of materials at the time of receipt.
* Responsible to file the requisition data, issue and issue return data, departmental issue and return data.
* Arranging materials & consumables to the respective racks.
* Sorted out faulty stock and under warranty replacement with concern supplier.
* Taking care of all expiry products on the monthly basis so that it can be taken out from the inventory on the quarterly basis.
* Emergency cash purchases for the material to be taken care
* Making audit of the issues and returns from departments.
* Manage of purchasing information and systems, and review commodity strategy with the management team.
* Manage and develop the existing and potential supplier pool by periodical evaluation and update the Approved Vendor List.
* Search for new potential suppliers, develop and set up a supplier database.
* Negotiate with suppliers; prepare price comparisons, cost saving budgeting.
* Effective & proactive liaison with other departments as necessary to forecast, plan to meet purchase deadline, to bundling of demands for necessary.
* Maintaining & monitoring main store for the inventory
* Generate Purchase orders and place the order by HO
* Prevent the short supply of the consumables and to meet internal customer inventory related requirements continually
* Receive, verify, store & issue the consumables as per requirement
* Developed transporter for material dispatched and monitoring.

# Educational Qualifications

* MBA in Supply Chain Management 2013 from Karnataka University (Rudveg Institute).
* Bachelor of Commerce 2002 from Gujarat University with 56% marks.
* Passed 12th in 1998 from Gujarat Board with 58% marks.
* Passed 10th in 1996 from Gujarat Board with 56% marks.

# Skill Sets – Inventory / Administration

* Database : ERP Software & Excel
* Operating Skills : M S Office, Tally 9.2, Outlook Express Internet Surfing, M S Excel
* System Administration: Installation of all kinds of window based software’s.
* Internet : Internet surfing & searching.
* Ms Excel : Pivot table & lookup and reference Functions

# Personal Details

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| Date of Birth ; | 14th July, 1981 |
| Father’s Name : | Janakrai R Sompura |
| Marital Status : | Married |
| Interest : | Reading , Travelling and Playing Outdoor Games |
| Strengths : | Flexible, Consistent, Like to work in team, Quick Leaner. |
| Languages Known : | English , Hindi , Gujarati |

Place: Ahmadabad .

Date: 13.02.2019