

GAGAN RAMTEKE

**589, Sharad Nagar, Tarsali Road, Vadodara-390009, Gujarat
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An accomplished professional seeking a challenging assignment in the field of Logistics, Purchase, Procurement Management, Supply Chain Management or Customer Services which utilizes my experience, skills and knowledge for the growth of the organization.

Professional Summary

- Graduate having 17 years of rich experience in the areas of Logistics, Purchase & Procurement Management, Customer Relationship Management for Manufacturing and Service Industry.
- Proficient in organizing Promotional campaigns, Building Relationship with Customers & Achieving goals.
- Expertise in Strategic planning, Execution & creating a team-work environment to enhance profitability.
- In-depth exposure to a wide spectrum of functions, along with strong management capabilities and exceptional organizational ability.
- Manage operations & ensure customer satisfaction by achieving delivery & service norms within deadlines.
- An effective communicator with exceptional management skills & an ability to relate to people at all levels.

Career Path

**AIMTRON ELECTRONICS PRIVATE LIMITED, Baroda.**

Aimtron started producing in India in 2011. Aimtron is an international full service CEM that provides cost effective, integrated and high quality solutions it's a PCBA assembly company and Designing expert for electronic product.. Aimtron's end goal is to serve our customers with high quality finished product.

Position : Senior Purchase Executive

Period of Work : 01st December 2018 to 16th July 2020.

Key Responsibilities:

- Monitor stock requirements and movement through MRP reports. Co-ordination with internal production department and warehouse for availability and schedule the delivery of the materials. Buy online parts from the Distributor after analyzing them with lower price and place the order.
- Establishing terms, pricing, quality requirements, delivery, contracts with suppliers, and responsible for raising purchase orders through Epicor ERP as per MRP requirement.

- Assessing the performance of the vendors based on various criterions such as percentage for rejections, quality improvement rate, competitive price, timely delivery, credit terms, etc.
- Giving sourcing input to colleagues to add business planning & development, making recommendations & advising senior management on all purchasing issues.
- Identifying and developing a dedicated, alternate manufacturer/vendor source for achieving cost effective purchases of raw materials & equipment's with optimum quality & reduction in lead time.
- Optimization of BOM cost by negotiating with supplier for cost reduction of material and alternate part development.
- Developed daily receipts and commitment reports, and overall monthly departmental reports.
- Floating RFP & RFQ and negotiate harder with suppliers on prices & other terms by using various tools and techniques
- Bifurcation of Inventory on base of FSN Analysis (Fast Moving, Slow Moving & Non-moving) and monitoring closely month to month basis.
- Make proper coordination with Sales, Quality, Store, Production, Finance and Dispatch Dept. to avoid any disputes during the completion of purchase cycle.



MATRIX COMSEC PRIVATE LIMITED, Baroda.

Matrix is a leader in Telecom and Security solutions for modern businesses and enterprises .Having global foot-prints in Asia, Europe, North America, South America and Africa through an extensive network of more than 500+ channel partners. Matrix has won many awards for its innovative products and corporate performance.

Position : Senior Officer Procurement (Baroda)
Period of Work : 25th August 2013 to 13th of November 2017
Team Handle : 02 Executives

Key Responsibilities:

- To maintain safety stock for fast moving and critical items through XYZ analysis.
- Bifurcation of Inventory on base of FSN Analysis and monitoring closely month to month basis.
- Procurement of various electronics ,mechanical & plastic items domestically & globally
- Create online database for tracking vendor performance and for ensuring in flow operations
- Closely review MRP through SAP software for current and forecasting Orders through Sales Team
- Full knowledge of current stock level/availability of material, customers order preference
- Work closely up on to liquidate the dead & slow moving inventory by diverting it into New or Existing product by suggesting Vendor Development team through design change.
- Involved in streamlining purchasing cycle through introducing various process thereby registering maximum productive output.
- Make proper coordination with Sales, Quality, Store, Production, Finance and Dispatch Dept. to avoid any disputes during the completion of purchase cycle
- Floating RFP & RFQ and negotiate harder with suppliers on prices & other terms
- Scrutiny with supplier on different terms through out of year
- To ensure of payment of suppliers rightly in time by coordination with finance
- Emphasizing on implementing JIT, KANBAN & VMI concepts by signing agreement with suppliers.

Position : Senior Officer Logistic
Period of Work : 24th November 2010 to 24th August 2013
Team Handle : 03 Executives

Key Responsibilities:

- Review and process all special customer shipping requirements for final shipment ensuring that goods are shipped in the most timely and efficient manner according to documented processes, including planning the transportation route and payload, tendering the order for transportation, and tracking the shipment from pick up through delivery all the while targeting cost reduction, freight savings, service and contractual requirements.
- Facilitate material movement planning, scheduling and monitoring of all carriers used to deliver both inbound and outbound shipments.
- Prepare daily Shipping Invoices for all outbound shipments and filling up Waybill whenever required either online or manually. Marinating & Pre-plan the Waybill requirement for Customers dispatch.
- Negotiating with various shipping companies for the best deals.
- Pack and prepare company products and other materials for shipping in accordance with customer requests. Schedules transports as needed, Complies with import and Export Compliance Regulations.
- Ensure all the required documents (Import/Export) are prepared, obtained, legalized and verified, in line with operational procedures, on timely basis, in order to meet the needs of the shipping activities.



THOMAS COOK INDIA LIMITED. Baroda. Gujarat

One of the major Forex service provider companies in India having branches all over India. Dealing in Foreign Exchange, Tours & Travels, Holidays packages, Insurance, Credit Cards etc

Position : Customer Relationship Executive in Foreign exchange
Period of Work : 4th August 2008 to 30th April 2010

Key Responsibilities:

- Manage Foreign Exchange Operations as per Statutory & RBI Guidelines, dealing with Banks, Full Fledge Money Changers, and Retail Money Changer.
- Worked in Retail Business and Whole-Sale business.
- Punching On-line Entries in time so as to prepare the Reports before Day-End.
- Handling Money Gram, Insurance, Travel and Ticket-business etc.
- Maintain Funds Position & arrange the funds accordingly co-ordinate with other branches to meet our requirements.
- Preparation of Outstanding Payment Report regularly for timely Payments



JET AIR PRIVATE LIMITED. Baroda, Gujarat

Jet Air Private Limited, its core business being Global Servicing Agent(GSA) for more than 10 international airlines for which it is an agent and being the largest & oldest in the country, mainly into sales, reservations & cargo.

Position : Cargo Agent in Operation at Baroda Airport

Period of Work : 8th October 2007 to 3rd August 2008

Key Responsibilities:

- Accept cargo after proper packing and weighting and than execution of Airway Bill.
- Tally cargo with manifest for loading, segregate as per loading instructions (At Ramp).
- Collect document & ensure proper off loading of cargo.
- Accompany the cargo to the aircraft in case of Valuable cargo, Live Animals etc.
- Revenue Reconciliation and cash report at end of the day.
- All cargo work and reports done through specific software which is connected online.
- Handling more than 10 Workers (loaders) for loading and unloading of cargo.



JET AIR PRIVATE LIMITED. Baroda, Gujarat

Position : Cashier in Operation for Jet Airways at Baroda Office

Period of Work : 1st April 2005 to 30th September 2007

Key Responsibilities:

At City Office:

- Handling all Transactions related to issued tickets to passenger and there queries
- On line entries are done and tallied with the system and physically end of the shift
- Handlings ticket stock and issuing stock to Baroda Jet airways agents and related queries.
- Managing day-to-day administration of the customer's portfolios; providing advisory services to sales
- Resolving critical issues pertaining settlement of agents and timely reporting of agent's thereby ensuring maximum customer satisfaction level.
- Co-ordinating with management in registration of new agents and assigning exposure limits as well as monitoring failed agents.

At Airport Office:

- Handling all the Accounting work and Customer queries
- Maintain maximum Customer satisfaction level at any point of time.
- At airport the work has to be done with more vigour, fast and accuracy so to depart the flight on time without any accounting error.



INOX LEISURE LIMITED. Baroda, Gujarat.

INOX leisure Ltd is one of the leading entertainment companies of India in the field of Multiplex. INOX Leisure Limited is the diversification venture of the INOX Group into entertainment and is a subsidiary of Gujarat Fluro Chemicals Ltd.

Position : Team Leader in Box-Office

Period of Work : 16th September 2002 to 31st March 2005

Team Handle : 04 Executives

Key Responsibilities:

- In-charge for handling the staff and all activities done for the sale of ticket.
- Ensuring that all transactions have to be in maximum satisfaction of the patrons.
- Administrate the overall operations on the Box-Office and Floor.
- Opening and Closing of the cash and Generating Box office and accounting reports daily.
- Assisting in All Marketing operations and implementation at box office promotion, road show and other activities.

Education, Training & Certificates

- Knowledge of SAP, ERP and Microsoft Offices.
- Graduate Diploma in Material Management from Indian Institute of Material Management (IIMM) 2016.
- Central Excise Training from ICA in October 2011 (The Institute of Computer Accountants).
- P.G. Diploma in Export Import Management, the Indian Institute of Export Society in January 2009.
- Basic Cargo Course by Jet Airways in October 2007.
- Tally 6.3 from I.T.I (Indian Technical Institute) in August 2002.
- C, C++ and Visual Basic from LCC (Lakotia Computer Centre) August 2001.
- Bachelor Degree in Commerce from M.S. University April 2000.
- H.S.C. (GSEB) in March 1997.

Personal Details

- **Date of Birth** : 22nd June 1977.
- **Martial status** : Married.
- **Languages** : English, Hindi, Marathi and Gujarati.
- **Gender** : Male.