# ARUN SINGH
## FRONT END DEVELOPER
arunsingh6039@gmail.com
Mobile No &  Skype ID  :-  +91 8080481167

Seeking for **Front End Developer opportunities** to contribute and expand upon skills, experience and capabilities.

**Languages**     :  HTML, CSS , Bootstrap, JavaScript, jQuery.

*Certifications  :- CCA-Certificate-HTML, CCA-Certificate-JavaScript*

### PROFESSIONAL EXPERIENCE

**Company**       **:  The Mobile Wallet Pvt. Ltd.**
**Designation**   **:  Internship Trainee ( Front End Developer)**
**Location**      **:  Kurla**
**Duration**      **:  July 2018 To  till date**

## Responsibility

- Designing Layouts

- Developing a Responsive site for Front end.

- Responsible for creating Emailer design (Static).

- Maintaining company website.

**Previous 2 years 11 months  Experiences  in Purchase & Logistic Executive : -**

**Partner**       **:  Infinminds (Third Party Pay Roll)**
**Company**       **:  WIPRO INFOTECH**
**Client**        **:  Shoppers Stop / Crossword**
**Designation**   **: Procurement  Executive**
**Location**      **: Malad**
**Duration**      **: March 2018 To June 2018. (4 month)**

**Company**       **:  Swan Solution & Services Pvt Ltd**
**Designation**   **:  Logistic Executive**
**Location**      **:  Andheri,Mumbai**
**Duration**      **:  May 2017 To  Feb 2018. (10 month)**

**Company** : **M/S INDUS Projects Ltd.(EPC CONTRACTOR – OIL & GAS)**
**Designation** : **Purchase & Logistic Executive**
**Location** : **Andheri,Mumbai**
**Client** : **ONGC/IOCL**
**Duration** : **Aug 2015 To April 2017. (1yr 9 month)**

## Duties & Responsibility

- Floating Enquiry  for project site

- Procure materials and equipment cost effectively, within budgets and in a timely manner.

- Identify vendors of materials & equipment and interview them in order to determine product availability and term of sales.

- Ensure supply of raw material as per the Project plan and estimated time lines.

- Prepare and process requisitions and purchase orders for materials and equipment.

- Review purchase order claims and contracts for conformance to company policy.

- Analyze market and delivery systems in order to assess present and future material availability.

- Resolve vendor or contractor grievances, and claims against suppliers.

- Negotiate terms, price and contracts with vendors in the best interest of the company.

- Review, evaluate and approve specifications for issuing and awarding bids.

- Track quality and timely delivery of materials.

- Co-ordinate with internal stake holders like Engineers, Design consultancy, Quality team, Accounts etc., as and when required.

- Compliance with document management process for all order related documents.

- Maintain and update vendor list and annual business relationship.

- Keeping the follow up with various vendors.

- Negotiating with Vendors on Techno Commercial offer.

- Making of Price bid analysis for products.

- Evaluating Technical Specifications.

- Making of Purchase Order.

- Inspection of  material at manufacturing site.

- Arrange all types of vehicles from owner/vendors.

- Arranging/ verifying all the legal forms/ documents/ permits etc related to dispatch of Vehicles.

- Tracking of Transit Vehicle.

- Timely Billing & Invoice generation for Customer satisfaction.

- Preparing order status report & other MIS reports.

- Effective Co-ordination & Follow-ups with Sales & W/h Team.
- Support Team Members in routine activities.

## EDUCATION

- **B.E in Mechanical :-** Trinity academy of Engineering , pune .(2015)
- **Diploma in Mechanical :-** Navjeevan Education society's polytechnic,Mumbai.(2010)
- **HSC :-** Mahatma Phule Junior college,Mumbai. (2008)
- **SSC :–** Antonia Desouza High School,Mumbai.(2006)

## SOFT SKILLS & COMPUTER KNOWLEDGE

- Operating Systems    : Windows XP\Vista \Windows7
- Application    : MS Office, Excel , Outlook & Tally ERP 9
- Languages    : HTML, CSS , Bootstrap , JavaScript , jQuery

## PERSONAL DETAILS

- Name    : Arun Digvijay Singh
- Date of Birth    : 19 October, 1990
- Religion    : Hindu
- Marital Status    : Single
- Permanent Add    : Sumit Hendre Building, 4$^{th}$ Floor,
  Room No.401, N.M.Joshi Margh,
  Near Byculla Stiation,Byculla
  West,Mumbai ,
  400011,
- Passport    : L7120816, valid until year 2024.
- Languages Known    : English, Hindi & Marathi

### Declaration:

I hereby declare that the above mentioned details are true to the extent of my knowledge,

Date:                                      (Arun Singh)