# Resume

**ASHOK L. VARMA**

Maa Laxmi Welfair Society, Om Sai Nagar,

Gorai Pada Road, Near Nitynand Hall,

Santosh Bhuvan Nallasopara East

Palghar – 401209 Maharastra. INDIA

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**I. Personal details:**

Father Name : Lalji Varma

Mother Name : Sursatti Devi

Date of Birth : 24/12/1990.

Contact No. : 8898294571/7045793818

Status : Married.

Nationality : Indian.

Gender : Male

Languages Known : English, Hindi,

Hobbies : Cricket and Reading

**CARRIER OBJECTIVE:**

To be a part of globally competitive environment where I can enrich my role in the field of procurement & contribute quality ideas that shall yield the twin benefits of the professional growth & accomplishment of organizational goals  
  
**EDUCATION QUALIFICATION**:

\*\* B.A. Yashwant Rao Open university Nashik 2017-18   
\*\* H.S.C. Uttar Pradesh Board 2008-09.  
\*\* S.S.C. Uttar Pradesh Board 2006-07.

**WORK EXPERIENCE:**

**CURRENT**:  
Mehta Pharmaceuticals Industries – Mumbai

**POSITION TITLE**: PURCHASE OFFICER.  
Working on Progen ERP

**TENURE**:-15TH JUN.2015 to till DATE.  
  
**JOB RESPONSIBILITY:**

**Purchasing Activities:**

\*\* Tender enquiry, get quotations, negotiation for best rates/services/delivery, make comparative statement and get approved from management.  
\*\* Identifying and selection of vendors.  
\*\* Raising purchase order on the basis of purchase requisition with proper taxations.  
\*\* Follow up with vendors for material & timely inward of stock in to the system.  
\*\* Maintaining vendor’s master data.  
\*\* Development of new vendors.  
\*\* Resolve supply, quality, service and invoicing issues with vendors.  
\*\* Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation.  
  
**PROGEN ERP**:

\*\* To raise purchase requisition.  
\*\* To raise purchase order & work Order .  
\*\* To make goods receipt entries (GRN) for material in ERP.  
\*\* Goods issue as per user department requirement.  
\*\* New vendor registration in ERP.  
\*\* New material code generation as well as material code extension in ERP.  
\*\* Process the down payment request for vendors.  
\*\* Check and provide the vendor payment detail using ERP

**Invoice verification & Payment:**

\*\* Verification of Invoices submitted by Vendor as per PO terms along with Delivery challan & Installation certificate, work completion sheet & service report.  
\*\* To check bills as per purchase order. (pan card, Gst, excise duty etc.)  
\*\* Invoice Booking in ERP .  
\*\* Handling over all cheques prepared by Finance dept. to vendor as per schedule also doing the follow up for the same.  
\*\* Vendor payment follow-up.  
  
**DECLARATION**:

I consider myself familiar with all aspects of qualification I gain. I am self-confident of my ability to work for long. I hereby declare that the information furnished above is to the best of my knowledge.  
  
**Date**:

**Place**: Mumbai.  
  
(Ashok L. Varma)