

AMITKUMAR OJHA

Mb No- 8275610997

ojhaamit71@gmail.com

To enhance my working capabilities and my skills in best possible ways for the benefit of Organisation.

EXPERIENCE:

Purchase Assistant in Shan Ship Management. (FAREAST GROUP) June 2016- March 2017.

JOB RESPONSIBILITIES:

1. Liaison with vessels on regular basis and handle all types of requisitions (urgent/ regular) and orders for tanker vessels.
2. Ensure orders are placed with consideration of optimal price, delivery time and quality.
3. Responsible for logistics arrangement for all orders to be placed on the assigned vessels
4. Timely handling of invoices related to purchasing of spares and consumables, invoices to be handled in due time with consideration for meeting agreed payment terms along with all invoices to be submitted by suppliers prior to shipping date.
5. Follow-up on deliveries.
6. Timely forwarding of spares to designated vessel under consideration for matter of urgency and economic impact.
7. Receive, review and submit Purchase Orders, Requests for Quotation as needed and to ensure timely submission of purchase orders.

TECHNICAL SKILLS:

- Fundamentals of C.
- Database Management System
- Well versed with 3D software like **Auto cad , Solid Works and CATIA.**

EXTRA-CURRICULAR ACTIVITIES:

- Attended IC ENGINES workshop 2014 conducted by ISTE-TCET.
- Attended IC ENGINE workshop in K J SOMAIYA and RC ENGINE workshop in TCET.
- Attended the Training for 15 days conducted by TATA on Catia.

PROJECTS:

- Movable Bridge.
- Straight Line Mechanism via Lambda Design.
- Structural analysis and design modification of Automotive Chassis.

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- Attended THAKUR-MUN and THADOMAL-MUN.
- Performed as a Student Co-ordinator in the Organizing commity in MULTICON-W 2014.
- participated in Green Olympiad conducted by Ministry of Environment and Forests 2009.

EDUCATIONAL BACKGROUND:

| Education | Institute | University/Board | Percentage Marks | Month and Year |
|-------------------|---|----------------------------|------------------|----------------|
| BE Aggt. (SEM-VI) | Thakur College of Engineering and Technology (TCET) | University of Mumbai | 5.95 (Aggt.) | Pursuing |
| HSC | Narayana Junior College, Hyderabad | Andhra Pradesh State Board | 81 | April 2011 |
| SSC | Jawahar Navodaya Vidyalaya,Nandurbar | CBSE | 76.4 | March 2009 |

ACHIEVEMENTS

- Rewarded with B grade in INTERMEDIATE Drawing Grade Examination.
- Secured 69% marks in National Mathematics Olympiad Contest.

LANGUAGES

- English
- hindi and
- Marathi