

Resume Ravinder Kumar Sharma.docxRavinder Kumar Sharma

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Summary Statement

Highly talented and professional procurement specialist. Familiar with leading a department 28 years of experience in planning and procurement (Engineering. Raw material and packing material) production and acquisitions. Excellent leader who prioritizes strong communication to eliminate the possibility of errors due to miscommunication. Extensive experience completing Projects and administrative tasks and maintaining an organized approach to procurement.

Core Qualifications

- Purchasing
- Negotiation skills
- Vendor Development
- Risk management
- Cost cutting
- Time management
- Strategic thinking
- Project handlings.

Education

- Graduate Banara Hindu University (BA)
- MBA – NIBM (New Delhi)

Work Experience

03/07/1995 to 22/05/ 2022 (28 Years)

Harvest Gold Industries Pvt Ltd. (Grupo Bimbo bakery, Modern foods, kitty industries)

Procurement (Capex. Opex, MRO and Projects)

- Oversee all equilibrium of procurement.
- Investigate the market and perform research to identify whether a potential acquisition is feasible and beneficial.
- Lead acquisitions department, managing a staff of 6 direct and delegating tasks.
- Review Engineering, Raw material. Packing material orders, ensure supply is met and consider the manufacturing process.
- Evaluate an up-to-date database of suppliers. Purchase order. Payments, return and replacements.

Profession Relevant Skills

- Excellent management, leadership and executive experience and abilities to lead the acquisitions team.
- Extensive professional and interpersonal communication skills, both written and oral.
- Highly organized professional with extensive experience in Procurement and administration.
- Developed critical thinking, decision-making and evaluation skills.

PROFESSIONAL SKILLS

- MS Word Excel • Knowledge of ERP • Wave

PERSONAL INFORMATION

Father's Name: PREM NATH

Mother's Name: ASHA

Birth Date: 08/04/1974

Marital Status: Married

Language: Hindi, English, Punjabi

Hobbies and Interests

In my free time, I enjoy playing cricket and I especially enjoy immersing myself in different cultures to develop my communication and understanding skills. To stay active and fit, I also active in linked in with 12000 + followers.