ANKIT ASHVINBHAI SINOJIYA

Procurement Executive

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| **Career objective** | **Contact** |
| Adaptable professional with more than 5 years of experience with proven knowledge of Procurement Strategy, Customer retention, Customer communication, Supplier Management, sourcing operations, inventory management and Cost Reduction. Aiming to leverage my skills to the best of my ability to fill the senior source executive role at your organisation. | Open envelope  [ankit.sinojiya@gmail.com](mailto:%20%20%20%20%20%20%20%20%20%20%20%20%20ankit.sinojiya@gmail.com) |
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| Smart Phone +91 - 9924761035 |
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| Shree rang icon, Flat D-702, B/H |
| Marker Soundarya 444 flats, Vasna Hadmatiya |
| Gandhinagar. |

**Education**

**Atmiya Institute of Technology and Science (GTU)**

*Rajkot, Gujarat*

*Bachelor of Engineering Degree in Electronics and communication (JUNE - 2015)*

*8.05 CGPA*

**Atmiya Institute of Technology and Science for Diploma Studies (GTU)**

*Rajkot, Gujarat*

*Diploma of Engineering in Electronics and communication (JUNE - 2012)*

*8.45 CGPA*

**Gujarat Higher Secondary Educational Board**

*Rajkot, Gujarat*

*H.S.C. in Science stream (2008)*

*53.20%*

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| **Experience** |

**8th July 2021 - Present Procurement Executive (Sourcing and Procurement)**

**Cimcon Software India Pvt. Ltd**

Ahmedabad, Gujarat

* Responsible for all end-to-end sourcing and procurement of Electronics parts and raw material from domestic and international vendors according to the production plan.
* Identifying potential suppliers, selection, Responsible for Material, procurement & purchase planning along with inventory review.
* Research and evaluate suppliers based on price, quality, service, support, availability, reliability, production and distribution.
* Close work with R&D team to provide samples support for new product development and other technical solution from vendors.
* Reviewing the technical data & procedures, lead time, Net price, payment and other commercial terms with suppliers.
* Creation of purchase order and taking order acknowledgement from Suppliers to optimize order scheduling and timely follow up with vendors for material tracking.
* Efficiently and accurately monitoring all open purchase orders and issues like supplier invoices, Invoice payments, Accounts payable, Shipment notices and product quality rejections.
* Monitoring the performance of suppliers as per costs, quality, delivery & inventory levels through strategic sourcing, localization and vendor managed inventory.
* Establishing long-term partnerships, acquiring techno-commercial offers and monitoring the quality of procured material through regular meetings / interactions with vendors.

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| **5th May 2017 -29th May 2021** | **Sourcing Executive (Vendor Development)**  **Synchron Global One Source Pvt. Ltd.**  *Ahmedabad, Gujarat*  •Responsible for sourcing electronics and electro- mechanical components as well as developing long term partnership with worldwide vendors.  •Multiple RFQ implementation and identify potential suppliers to meet the business goals.  •Vendor development, management and finalising vendors for execution of procurement of materials.  •Generating insight & forecasting based on past data & orders and giving repeat orders accordingly.  •Taking cost saving initiative & work with internal department like sales, purchase, account & logistics to work efficiently. |
| **6 months** | **Network Engineer**  Pratap Technology Pvt. Ltd.  *Morbi, Gujarat*  •Responsible for Reliance JIO BTS (Base transceiver station) maintenance & troubleshooting network issues. |

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| **Skills** |

Supplier management

Self-driven

Negotiation

Microsoft dynamics AX AXAXAX

SAP MM

Communication

MS- Office

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| **Achievements & Certifications** |

* SAP MM Certification Course
* Lean Six Sigma Foundations
* Purchasing Foundations
* Security Outsourcing: Vendor selection and management
* Negotiations Foundations
* Supply Chain Foundations

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| **Personal information** |

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| **Date of Birth:** | 15-04-1991 |
| **Nationality:** | Indian |
| **Languages Known:** | English, Hindi, Gujarati |
| **Marital Status:** | Unmarried |
| **Hobbies:** | Playing Cricket, reading books, Listening radio, Dancing |

**Declaration:**

I hereby declare that the mentioned information above is true to the best of my knowledge.

**PLACE: AHMEDABAD**

**DATE:**  **ANKIT A. SINOJIYA**