

Curriculum Vitae

Vipin Kumar
Purchase Executive

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CAREER OBJECTIVE

To enhance my skills in a work related environment and learn new things that will make me a better professional. Use my talents by putting them into good use for the benefit of the organization that I work for.

EXPERTIES

- Excellent analytical, quick learning and problem solving skills with a desire to work in a team oriented environment.
- Have good presentation, written and oral communication skills and good problem solving skills, Have good team spirit, goal oriented and high interpersonal skills.

PROFESSIONAL SUFICOARY

Employer : **Hi-tech infotech**, Gurgaon (Child Partner of IBM),
Replaced from Future Focus, Gurgaon (Child Partner of IBM).

Designation : Procurement Executive (Oracle ERP)

Duration : 06 Feb, 2019 to onwards

Roles and Responsibilities:

Prepare and process Purchase Orders for supplies and equipment related to IT consumables items both renewals & capital. Creation and searching of new venders for different type of items as well as arranging quotation for different IT products. Take care of whole procurement process to ensure smooth supply.

Employer : VariMile Technologies, New Delhi.

Designation : Purchase Executive (SAP MM ERP)

Duration : 01 June, 2017 to 05 Feb, 2019

Roles and Responsibilities:

- Prepare and process Quotations and Purchase Orders for supplies and equipment.
- Review Invoices and Requisitions for satisfactory payment approval.
- Maintain copies of vouchers, invoices or correspondence necessary for files.
- Clarify any questionable PR items, prices or receiving signatures.
- Check previous released or unreleased PR & PO and maintain related records.
- Preparing Daily basis reports.

Employer : B. S. Medicine Agency

Designation : Computer Operator

Duration : 01 April, 2013 to 30 May, 2017.

Roles and Responsibilities:

- Uploading Raw Data into Spreadsheet file.
- Managing Hardware and Networking at LAN Level.
- Preparing Daily basis reports.

ACADEMIC QUALIFICATIONS

2009 To 2012

Successfully completed B. Tech in (C.S. E.) Computer Science & Engineering from Kurukshetra University, Haryana.

2006 To 2009

Successfully Completed Polytechnic Diploma in (I.T.) Information Technology from State Board of Technical Education, Haryana.

PERSONAL DETAILS

Gender	:	Male
Date of Birth	:	13/09/1990
Linguistic capabilities	:	English, Hindi, Punjabi, German.

