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**ARUN KUMAR SINGH**

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**SUPPLY CHAIN PROFESSIONAL: PROCUREMENT / PURCHASE MANAGEMENT**

Goal-oriented professional offering more than one decade of end-to-end Supply Chain Management expertise that directly results in efficiency improvements & cost savings

Industry Preference: Construction ~ Location Preference: anywhere in India

**AN OVERVIEW**

* A dynamic professional with rich experience of over 13 years in Procurement, Vendor Development, Inventory Control, and Techno-commercial Operations across Concrete Tower Manufacturing Unit - Raw Materials, Cement, Steel, Engineering Items, Consumables-Electrical & Mechanical, etc.
* **Currently working with Patel Infrastructure Ltd., Rajasthan, as Sr. Executive –Purchase (PQC/Concrete Road Project)**
* Experienced in purchase & materials management activities involving planning, techno-commercial negotiations, scheduling and procurement of components & materials from various sources
* Adept at ensuring optimum inventory levels to achieve maximum cost savings without hampering the operations
* Knowledge of managing the life cycle implementation of SAP MM Module; creating master record and updating data in **SAP** as per requirement
* Possess good communication, interpersonal & negotiation skills

**CORE COMPETENCIES**

Procurement & Purchase Management Vendor Development Inventory Control

Techno-commercial Operations MIS Reporting/Documentation SAP (MM) Implementation

Stores Management Coordination & Liaison Team Supervision

**SCHOLASTICS**

**Since Nov’15: Patel Infrastructure Ltd., Punjab as Sr. Executive –Purchase(Concrete Road Project)**

Sep’11- Nov’15: Patil Construction & Infrastructure Ltd., Jharkhand & Chhattisgarhas Junior Purchase Officer (Betumen Road Project)

Jun’10- May’11: Akasva Infrastructure Pvt. Ltd., Rourkela, Odissa as Executive – Purchase (Building Project)

Aug’05-May’10: Enercon India Ltd., Jamnagar-Gujarat as Purchase Officer (Concrete Tower Manufacturing Unit)

**Key Result Areas:**

***Functional:***

***Purchase Management:***

* Setting up the weekly, monthly, quarterly procurement plan.
* Procurement of raw material from national and international market.
* Development of alternative local sources for imported raw materials which helps in cost saving.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Liaison with the production department to maintain optimum inventory.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
* Liaison with finance department for timely payment of bills.
* Developing reports on procurement and usage of material for top management.

For Vendor Development

* ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.

Development of new vendors.

* Conducting trainings for vendors to educate them about company’s requirements and help them in improving their performance.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Timely clearance of payments & handling vendor inquiries.
* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Implementing Standard Operating Procedures within the warehouse.
* Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

***Store Management:***

* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Implementing Standard Operating Procedures within the warehouse.
* Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

***Technical:***

* Mapping business requirements and undertaking quick gap analysis
* Understanding business process, study and analyse workflow to design solutions (To-Be, Why-why Analysis and Freezing)
* Accountable for:
* Creating master record and updating data in SAP as per requirement
* Procurement Process: Purchase Requisitions / Orders, Request for Quotation, Stock / Consumable Purchases, Subcontracting, External Services and Reporting
* Master Data: Material Master, Vendor Master, Info Records, Source List, Quota Arrangement and Messages
* Purchasing Optimization: Contracts, Scheduling Agreements, Invoicing Plans, Release Procedures, Purchasing Document Configuration and Release of Purchase Order (Coded & Non-coded)
* Inventory Management: Goods Receipt / Issue, Stock Transfers, Reservations, Consignment, Physical Inventory

**SCHOLASTICS**

**Bachelors in Arts - Economics &Psychology** in 2005 D.D.U.Gorakhpur University

**HSC - 12th** in 2002 U.P. Board

**SSC -10th** in 1999 U.P. Board

***Technical Qualification:*** Diploma in Computer Applications from NITS, Delhi

**IT SKILLS**

Operating System: Window XP Professional

Application Software MS Office and Tally 6.3

ERP **SAP R/3 v4.6C**, **SAP S/4HANA 1610** & ERP

**PERSONAL SNIPPETS**

Date of Birth: 5th July, 1985

Present Address: Patel Infrastructure Pvt. Ltd., KGBOT Project Vill. Lavera & Beer, Nr. HP Petrol Pump, Nasirabad,

Ajmer - Rajasthan,305601

Nationality: Indian

Marital Status: Married

No. of Dependants: 5

Passport Details: H8983758 (Expiry Date: 23/12/2019)

Visa Status: NA

Driving License: NA

Languages Known: English & Hindi

Sir, I hope to get chance to serve your organization and prove my ability and Sincerity

Salary Per Month……………... ...Rs-34500.00

Benefit……………………………..Leave, Bonus – 20000/-,

Expected…………………………..As per Company Procedure.

Free Accommodation …………..Food , Convey , Room.

**Declaration**

**I do hereby declare that All the above Statement Furnished in are true to the best of my knowledge and belief**

Thanking You, Date:........................

Arun Kumar Singh Place. .....................