

CURRICULUM VITAE

VINOD JAIN
+91- 9896437691

OBJECTIVE

Seeking a better **position** as a **Purchase Manager** in a well-established organization, where I can utilize my potentials, skills, abilities and substantially contribute towards the development of the organization.

PROFILE SUMMARY

Working as Assistant Manager - Purchase in Jindal Stainless Ltd. (JSL Hisar), Hisar, Haryana, INDIA. Founded by Shri O.P Jindal in 1970, Jindal Stainless is one of the largest stainless steel conglomerates in India and ranks amongst the top 10 stainless steel conglomerates in the world. Jindal Stainless Group has an annual crude steel capacity of 1.6 MTPA and the group has an annual turnover of US \$ 3.1 billion (as on March'18).

CAREER SUMMARY

- More than 28 years of experience in various facets of procuring materials from national markets.
- Experienced with inviting and allotting tenders.
- Expertise in developing local vendors, reducing the cost of procurement of material.
- Successfully implemented vendor development programmes.
- Experienced with implementing systems of inventory management avoiding over-stocking or wastage.
- Expertise in handling shipments.
- Hands on command of SAP MM Module.

CORE COMPETENCIES

For Purchase management

- Setting up the weekly, monthly, quarterly procurement plan.

- Procurement of raw material from national 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.
- Inviting and allotting tenders.
- 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

- Effective management of vendor database.
- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Development of new vendors..
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Timely clearance of payments & handling vendor inquiries.
- Running programmes to evaluate vendors based on the feedback from internal stake holders.
- Developing reports on various programmes run for vendor development for top management.

For Stores 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.

For Logistics

- Responsible for all the MIS reports.
- Responsible for all the logistic activities like arranging transportation.
- Organize shipments with suppliers and customers.
- Shipment tracking on timely basis.

	TECHNICAL PROFICIENCY
--	------------------------------

- Operating System : Ms-Windows XP/Vista/Windows7
- Packages: Ms-Office'2000/2013, XP Prof 2003, 2007
- Accounting Packages: Tally 4.5/9
- SAP MM Module
- MS-word, Excel, Power Point, Internet.

	EDUCATION QUALIFICATIONS
--	---------------------------------

- Bachelor of Arts from Mumbai Hindi Vidyapeeth, Mumbai.
- Senior Secondary Education :- Passed from Haryana Board of School Education.
- Secondary Education :- Passed from Haryana Board of School Education.

	PERSONAL DETAILS
--	-------------------------

Name :- Vinod Jain

Address :- HN 134, Shant Vihar Colony, Behind Sun City, Hisar, Haryana (125005)

DOB :- 10/08/1968

E-mail :- vinod4139@rediffmail.com