

PRAVEEN PATHAK

H No- D-8, ASHINA -1,
Gali No-12, Kapashera
New Delhi- 110037
Cell no: - 9810841269
Praveenpathak550@gmail.com

Objective:

Develop commendable position in an organization whereby I can use my knowledge and expertise and utilize my skills to grow with the team & organization.

Professional Experience

Professional experience six year experience in tool room manufacturing and ten year experience in all purchase..

Working as **Purchase Engineer** in **Harsoria Health Care Pvt. Ltd.** Gurgaon. From Jun. 2003 to till now taking the responsibilities of complete raw material, electrical items, stationary, first aid items, chemical ,pantry, A.C related items, housekeeping items etc

Organization Profile:

This Company is basically manufacturing wide range of surgical products also certified by ISO, CE & WHO GMP.

Product & Services:

I.V cannula with injection valve and wings, cannula with small wings, Three Way Stop Cock, A.V Fistula Set, Twin A.V Fistula Set, injection stopper. For **MEDICA (ITALY)**, **NEOTEC (GERMANY)**, **PROXIMA MEDICARE (NEW DELHI)**, **GOVERNMENT MEDICAL (SRILANKA)**

Job Responsibility:

- ▶ Identifying , developing & maintaining vendor for obtaining for timely procurement of materials at favorable terms to ensure smooth manufacturing operations.
- ▶ Preparing purchase schedules for timely procurement of materials and capital equipment to ensure smooth execution of projects.
- ▶ Formulating budgets for timely procurement of bulk raw materials for production operations.
- ▶ Implementing and monitoring effective procurement schedules with establishing the quality & quantity limits for effective inventory control.
- ▶ Releasing payments to suppliers on the basis of credit terms in co-ordination of accounts department, reconciliation of accounts.
- ▶ familiar with milling, surface, lathe, CNC EDM, surface grinder, convention milling, TCG, Hole EDM, Wire EDM , CNC Milling , Zig Grinding.
- ▶ Engaged in manufacturing of various tools , fixtures , moulds and cutting dies.

Supply Management:

- ▶ Follow up for regular production items to maintain inventory to avoid the stoppage.
- ▶ Coordinate with Store dept., Production, PPC, Quality dept.
- ▶ To attend quality problems & solve them.
- ▶ Material sourcing of raw materials & consumable from Indian market
- ▶ Source selection, double source selection through right evaluation for raw materials & consumable as per our requirements.
- ▶ Commercial negotiation with the vendor for obtaining optimum price of correct specification & keeping in view the management target price/cost reduction etc.
- ▶ Select good vendors and accessing their capacities, capabilities.
- ▶ Improved Lead Time & Supply.

Academic Qualification:

- ▶ Matriculation U.P Board Allahabad. (1994)
- ▶ Inter Mediate U.P Board Allahabad. (1996)
- ▶ Graduation from C.C.S university (1999)

Technical Qualification:

- ▶ I.T.I in Instrument mechanic from Industrial Training Institute Saket Meerut in the year 1998
- ▶ Mechanical Diploma course from D.N Polytechnic Meerut in the year 2003

Personal Detail:

Name	:	Praveen Pathak
Date of Birth	:	20 Oct 1977
Sex	:	Male
Marital Status	:	Marred
Permanent Addre	:	H No- D-8, ASHINA -1, Gali No-12, Kapashera, New Delhi.
Phone No.	:	9810841269
Language Known	:	Hindi & English
Expected Salary	:	Negotiable

I here by acknowledged that all the above information provided in the resume are full & true as per My knowledge.

DATE :
PLACE:

Praveen Pathak