HITEN RANA

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B/H Poonam Com.,

Waghodiya Road,

Baroda-390019.

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Objective:

Desire to work on the cutting edge of technology and win in a challenging market.

Career Profile:

Netafim Irrigation Pvt. Ltd. (MNC) (Jan 2004 to Nov 2007)

Manufacturing Irrigation products

Designation: PURCHASE &PLANNIG EXECUTIVE(SAP MM Module Core Team Member)

Profile: - Purchase of tool room material, fastener, polymer (LLDP, LDPE, HDPE), Maintenance Material, Packing Material, Production consumable Materials, vendor development, Job work ordered…

Work Experience: 3 year

Banco Product India Ltd. (Nov 2007 to Mar 2014)

Manufacturing radiator / gasket

Designation: SR.PURCHASE&PLANNING EXECUTIVE (SAP MM Module Core Team Member)

Profile :- Purchase of Chemical, Rubber ,Filler , Solvent ,Fiber, , Pigment, Rubber Chemical, TOOL ROOM MATERIAL, G.P SHEET, CRCA, TIN PLATE, SS , Engineering, Electrical & Project Material, Capital Items, Maintenance Material, Production consumable Material, C class Material vendor development, Job work ordered.

Work Experience: 7.4 year

Moflex Auto Suspension Pvt. Ltd. (March 2014 to Aug 2016 )

Group of Vikrant Springs Pvt. Ltd.

Manufacturing Auto Mobile Suspension

Current Designation: Ass. Material Manager

Profile: - Purchase of Spring Steel, Fastener, Component, Tool Room Material, Engineering, Electrical & Project Material, Capital Items, Maintenance Material, Packing Material, Consumable Material, C class Material, Job Work Material, vendor development, Job work ordered.

Work Experience: 3.4 year

Rivulis Irrigation India Pvt. Ltd. (Aug 2016 Continue )

Group of RIVULIS – *ISRAEL*

Current Designation: Ass.Material Manager (SCM)

Profile: - Purchase Of Raw Material, Fastener, Component, Tool Room Material, Engineering, Electrical & Project Material, Capital Items, Maintenance Material, Packing Material, Consumable Material, C class Material, Job Work Material, vendor development, Job work ordered, Import Of Raw Material.

Work Experience : Continue

Job Description

1. Experience in identifying, Development and evaluation of vendors
2. Review Vendor capacity to ensure supply requirements are met and take actions to enhance vendor capacity whenever required.
3. Preparation of various MIS reports
4. Coordinate with Suppliers and Internal Depts. (QA, Engineering, and QC) for on time part development.
5. Plan for raw material / components and its scheduling.
6. Prepare necessary documents for internal, management and other reviews

Responsibilities:

Purchase & Planning:

1) Prepare purchase requisitions, approve and issues purchase orders in accordance with company policy and negotiate terms and conditions. Maintain procurement files. Track Purchasing activity and measurements.  
2) Fulfilling requirements of the Productions though regular communication.  
3) Resolve vendor/ contractor grievances and claims against suppliers. Represent companies in negotiating contracts & formulating policies with suppliers. Review, evaluate, and approve specifications for issuing and awarding bids.  
4) Assist department in developing and implementing purchasing strategies for products. Prepare and process requisitions and purchase orders for supplies and equipment. Control purchasing department budgets. Review purchase order claims and contracts for conformance to company policy.  
5) Analyze current procurement activities & recommend improvements through efficient procurement methods, automation, privatization, quantity discounts, standardization, value analysis & cooperative purchasing.  
6) Ensure timely service delivery as well as collections from the clients within the stipulated credit period while managing the system of the company & maintaining smooth operations.  
7)Responsible for managing the team while providing training to them for the professional & work developments. Lead a team for handling of procurement, coordination and logistics operation.  
8)Over see MIS & database reflecting the trends & developments of the company regarding vendor reconciliation, etc for budgetary & strategic review to enhance business of the company. Report to Head of the Department.

9)List of Approved Vendors and Services, Contracts .  
10)Sound Knowledge of SAP – ERP.  
11) Setting purchase strategies in advance from direct OEM suppliers. Setting accurate price / credits at negotiated rates with OEM / Vendors.  
12) Maintain track of approved companies, suppliers and dealers as well.  
13)Maintaining Suppliers Price list Broachers.

STORES: -

1 )To maintain inward outward register of engineering item as per FIFO system.  
2 )Check the P.O., Specification, Party's name etc. before accepting the material.  
3 )Weight / Count / Measure appropriately each & every quantity received / removed.  
4 )Maintain inventory / stock register & update regularly through hard copy & soft copy.  
5)Identifying the key spares / running item & maintain register for its reorder & stock availability.  
6)Maintain the easy identification labeling with register to all material and update the present system.  
7)Ensure the delicate the specialist parts material available in stock correctly.  
8)Physical inventories must be carried out on specified intervals to eliminate over stock, out of stock, or it is stocked problem.  
9)Handling manpower and train the team for smooth working system.  
10)Maintain discipline, housekeeping in dept & follow the safety norms.  
11)ISO Audit.  
12)Introduce & maintain Issue Slip System to track the accountability of material.

Activities:

# Take the Requirements from the department through the Store.

# Collect the Quotation form the related parties of that materials.

# Make a Comparative chart of that quotations.

# Finalized the order as per comparative.

# Make a Purchase Order for that materials.

# Confirmed the order to related parties through Courier, Fax, Mail or Phone.

# Follow-up with the parties for the materials.

Achievements:

# Alwaystries to give the materials to the department on time.

# Maintain the stock in the store as per requirement of different dept

# Take care of the payment for the materials supplied by the parties.

# Reconciliation statement of payment with parties.

# Try to reduce the cost overheads of the company with reliable source.

Education Profile:

2010-2014DIPLOMA IN MECHENICAL ENG. IN M.S.UNIVERSITY( continue )

2008-2010MBA IN LOGISTIC CHAIN SUPPLIY & PURCHASE MANAGEMENT

NATIONAL INSTITUE OF Business Management Chennai

2007-2008 – DIPLOMA IN EXPORT IMPORT in

Institute of Export Import Baroda

2006 –DIPLOMA IN COMPUTER APPLICATION in

IGNO Baroda.

2004-05 – I.P.M.M.( Industrial Purchase & material management)

Maharaja Sayajirao University, Baroda.

2003 – Bachelors in Commerce (Accountancy and Auditing)

Maharaja Sayajirao University, Baroda.

2000 – Gujarat Higher Secondary Board (Commerce)

Swami VidyanandjiVidyaVihar School, Baroda.

Computer Skills:

I. T. Skills :

Languages : C, C++, JAVA

Operating Systems : Dos, Linux, Windows 2000, Windows 98

DBMS : FoxPro, MS Access

Office Packages : MS Office 2000

Web Tools : HTML

Package : FOXPRO, Tally, ERP, SAP, AUTO CAD

Personal Profile:

# Date of Birth : 5th Dec 1982

# Marital Status : Married

# Languages Known : Gujarati, Hindi, English

# Hobbies : Singing, Driving, & Music

# Permanent Address : 28, Tirupati society, B/H Poonam Complex, Baroda-390019

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Date :

Place : (HITEN RANA)