

BALINDRA SINGH**MBA(INDIA)**

Vill- Surwal Po+Ps Jiradei

Dist- Siwan, Bihar (841245)

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PERSONAL SUMMARY :

A results driven, hardworking and capable procurement manager with a track record of significantly reducing costs and also improving a companies processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organisations core values and beliefs.

Now looking for a new and challenging managerial position, one that will make best use of existing abilities and knowledge and also further my career and professional development

ORGANISATIONAL EXPERIENCES:-**(Total Year of Experience 9)**

CAREER HISTORY**1). CB&I Shaw Pipe Manufacturing LLC**

PROCUREMENT OFFICER - 11 Aug 2011 to 20 Oct 2014(UAE Abudhabi)

Responsible for working closely with the selected supplier and managing the companies procurement activities. Also providing leadership for the purchasing department and motivating staff to achieve maximum performance and efficiency. Making sure that the purchasing department works within all of the companies Operational Procedures.

My Job involvements: -

Purchase of Deformed steel, Structural steel, Plywood, Concrete blocks Cement, Wood, Sanitary Items, PVC Pipe & Fittings for Drainage Line, Steel pipe & fittings for Chilled water lines, M.I. fittings, Valves, Scaffolding Products, Electromechanical Products such as Ducting Sheets, Ducting Chemicals, Volume Control Dampers, Louvers, Canvas Products and other supporting items and Hardware and Electrical items such as Cables, Switchgear items, Wiring products,

Duties:

- Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
- Continuously monitoring, evaluating and improving supplier performance.
- Sourcing the most affordable materials for the companies manufacturing process.
- Projecting stock levels.
- Reviewing tenders and bids.
- Controlling the purchasing budget.
- Monitoring delivery times to ensure they are on time.
- Ensuring the adequate supply of all required materials, components and equipment.
- Delivering cost savings for the company.
- Managing the procurement supplier relationships for the company.
- Helping to source alternative items for buyers and customers.

- Developing sourcing strategies.
- Managing commodity cost initiatives.
- Preparing high quality tender documentation.
- Regularly contacting suppliers to renegotiate prices.
- Resolving disputes and claims with vendors and suppliers.
- Keeping all supplier programs current and accurate.
- Delegating projects and tasks to junior staff.
- Promoting best practise across the company.
- Involved in writing up contracts and the terms of sales.
- Developing relationships with distributors.
- Working to create and promote a safe working environment.
- Involved in selling off excess, damaged and inventory and stock.
- Overseeing staff training.

As well as involved with the execution co-ordination with client engineers for Facility Management services especially in the infrastructure, Pipeline & irrigation line & Sewage Line maintenance co-ordination “arrange & provide” the back-up service for the trouble shooting teams etc.

PROFESSIONAL EXPERIENCE

Competencies:

- Establishing effective operating policies, lean initiatives and processes.
- Comprehensive understanding & experience of purchasing strategies and also inventory management.
- Regularly achieving cost saving targets.
- Resourceful and well organized.
- Extensive knowledge of purchase order systems and related software.
- Deep understanding of the principles of vendor management.
- Ability to manage multiple priorities.
- Excellent analytical, critical thinking, and strategic skills.
- Knowledge of JD Edward.

Personal:

Results orientated Leadership and influencing skills, Attention to detail. Handling critical issues, Capable of making important and strategic decisions, Problem solving. Communication and interpersonal relations, Supply chain management, Budget management, Strong negotiating skills, Change management, Process management, Business acumen



2). Business : Samooh Vitran Kendra Siwan.
 Position : Supervisor “Store, Shipping & Logistic”
 Place : Siwan
 Company : Samooh Agro organic Limited
 Clint : One hundred sixty centers in Siwan
 Duration : Oct 2009 to Dec 2010
 Profile of Business : Raw Materials food Purchase & sell



3).Position : ASC Assistant Procurement & Store in charge
 Company : mDR Technologies
 Place :fort market Mumbai – 001
 Client : Motorola, Samsung, ZTE, Tallular, Epivalley, Axesstel,
 Duration : April 2007 to September 2009



4.Position 1st : Asst. ASC Head, Warehouse in charge (Marketing)
 Company : mDR Technologies pvt ltdMalviya nagar Delhi
 Position 2nd : ASC Assistant In charge
 Place : Delhi
 Duration : Feb 2005 to Jan 2007

Dealing with manufacturer’s and leading traders in the with local suppliers.

Organize (Third Party) inspection on materials prior to Purchase.

Organize Delivery arrangements in required time limit , Payments Procedures in Co-ordination with Accounts Dept. etc.

Participating in Internal Auditing of Quality System and inspection procedure.

Handling Logistics – Mobilize transportation for Material

ACADEMIC QUALIFICATION:-

S. No.	DEGREE	INSTITUTE	BOARD/UNIVERSITY	YEAR OF PASSING
1.	MBA(HRM+M)	IIMT Business School Jaipur	Jaipur National University Jaipur	2013
2.	BCA	Z A I C Technical & Management School Siwan	Punjab Technical university Jalandhar	2010
3.	12 th (PCB)	Sher Maha Bidyalaya Gopalganj	B S E B Patna	2007
4.	10 th	Holly Mission Public School Samastipur	C B S E Delhi	2004

COMPUTER SKILLS:-

- MS-Office Complete application.
- Accords,
- AutoCAD (2-D & 3-D) Beginner.
- Computer Fundamental, Operating System: MS-Dos, Windows-98, 2000, SP2, SP3, XP, WIN7, Win8 installation & operations.
- **Oracle JD Edward.**

LANGUAGES KNOWN:

Have excellent command over written and spoken English, Hindi, Urdu,
Can communicate well with people and relate well with them.

ADDITIONAL ASSETS:

- * Ability to lead the team of Supporting staffs.
 - * Independent decision making responsibilities.
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PERSONAL VITAE

Candidate Name:	Mr. Balindra Singh
Father's Name:	Shri. Jaiprakash Singh
Passport No.:	G6776196 (Patna)
Date of Issue:	07-01-2008
Date of Expiry:	06-01-2018
Date of Birth:	15th-OCT-1984.
Gender:	Male
Marital Status:	Married.
Languages Known:	English, Hindi.
Nationality:	Indian
Category:	General
Strength Concept	Hard working, easily adjustable, good analytical reasoning
Hobbies:	Reading Books, Watching Movies & Playing football.
Permanent Address:	Vill- Surwal, PO+PS Jiradei, Dist- Siwan(Bihar)

DECLARATION:-

I hereby declare that the above particulars are true to the best of my knowledge.

Place: - Siwan

Date: - 06. Sep 2015.

(Balindra Singh)