**Abhishek Paul**

**Procurement Professional**

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# **PROFESSIONAL OUTLINE**

**A competent professional with 2.6 years of experience in Purchasing and Supply Chain domain. Hands on experience in Spot buy, Purchase Request, Purchase order management, Vendor development, Processing RFQs, Price Negotiations with suppliers.**

**Proficient in providing necessary expertise, advice, information with regard to the best quality of material available in the market, suppliers’ capability and performance etc.**

**A hardworking, pro-active professional with a positive attitude. Seeking a challenging environment that encourages continuous learning, creativity & exposure to new ideas which stimulates personal and professional growth.**

**Currently working as a “Buyer” in Netlink Software’s. I have been awarded “Star Performer “ for year 2015 for my efforts in procurement domain**

# **WORK EXPERIENCE**

* **Buyer at Netlink Software’s – Dec 2013 – Present**

**Key Roles & Responsibilities:**

* **Expertise in procurement and open order services**
* **Sourcing from client registered supplier software platform for all in-direct materials requisitions and services includes Mechanical, Electrical components.**
* **Obtain oral and written price quotes from MRO vendors. Compare quotes with the specifications and availability of items and place MRO orders.**
* **Identifying new suppliers to increase cost savings, based on supplier geographical location, service level, pre-defined contract terms**
* **Validating and approving the RFQ’s.**
* **Processing Rush Orders as per Customer’s request**
* **Identifying new suppliers to increase cost savings**
* **Following up on purchase orders for delivery in due time**
* **Resolving purchase order issues (Rejection of Orders due To Price change, MOQ/UOM mismatch and quality)**

# **PROCUREMENT KNOWLEDGE/SKILLS**

* **Spot Buy**
* **PR To PO Process**
* **Expeditor Role**
* **Training Suppliers on our P2P system**
* **Vendor Onboarding Activities**
* **Handling Invoice related queries of Suppliers**

**Activity: Procurement Services:**

* Responsible to take ownership for the unassigned RFQ as per the plant location in a timely manner
* Responsible for validating the submitted Spot Buy RFQ’s
* Involve in identifying the potential suppliers for obtaining quotes.
* Validating and approving the RFQ’s.
* Converting RFQ to PO
* Processing Rush Orders according to the preference
* Reacting to any changes in customer demand

**Activity: Open Order Services:-**

* Following up with Vendors for timely delivery
* Assisting vendor with Invoice Uploading in ERP/Supplier Portal
* Assisting requestor with material receiving process
* Tracking the materials in transit and ensuring on time delivery to the end user.
* Resolving purchase order issues (Rejection of Orders due To Price change, MOQ/UOM mismatch and quality)
* Co-ordinate with AP Team (Accounts Payable Team) and Suppliers for resolving Invoice related issues and discrepancies.

**Activity: Sourcing Services:-**

* Developing the procurement strategy
* Negotiating commercial contract arrangements with suppliers
* Negotiating prices, quantities and delivery time-scales
* Looking out for price fluctuations in the market place
* Developing effective working relationship with suppliers
* Assisting client with Category Management

## **EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **UNIVERSITY/BOARD** | **INSTITUTION/SCHOOL** | **PASSING YEAR** | **PERCENTAGE** |
| **B.E.** | **Rajiv Gandhi Technical University** | **Bansal Institute of Research & Technology** | **2013** | **67.06%** |
| **XII** | **M.P.B.S.E** | **RD Convent Co-ed School** | **2009** | **63.8%** |
| **X** | **C.B.S.E** | **Kendriya Vidyalaya No.1, Bhopal** | **2006** | **63.2%** |

# **HOBBIES & RECREATIONAL ACTIVITIES**

**Hobbies -**

* **Sports (Cricket, Football), Long Distance Biking**
* **Reading fiction and non-fiction books.**
* **Writing**

**Creative & Recreational Activity –**

* **Photography**
* **Nature Walks**
* **Participated and Won Awards/Tournaments in several Cricket Tournament held at different School/College/District Levels**
* **Pursuing a Theology certification from Life Christian University USA, through a distance learning program.**

# **PERSONAL DETAILS**

**Name: Abhishek Paul**

**Born: 13 February 1990**

**Nationality: Indian**

**Marital status: Single**

**Languages Known: Hindi & English**

**Address: House # 154, Rajat Nagar, Piplani**

**Bhopal, India (462021)**

**Email:** [**apaul132@gmail.com**](mailto:apaul132@gmail.com)

**Declaration**

**Thank you for going through my resume. I hereby declare that the above furnished details are true and correct to the best of my knowledge**

**Dated –**

**Place-**

**Abhishek Paul**