**SUJIT KUMAR**

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# ASSISTANT ENGINEER | Data Analyst

* *6+ years of Experience in Procurement, Vendor Development, Supply chain Management and Quality Control.*
* *Procurement specialists with expertise in Strategic Sourcing, Category Management, Project Management, Relationship Management, Negotiation Skills, Financial Acumen, Technology Aptitude, Result Oriented and Analytical skills.*

# TECHNICAL SKILLS

* **System:** ERP-Axapta-2012, Vend-X (Online Auction Platform) Languages**/Software**: Python 3.7, Power BI, MySQL, HTML.
* **Tools:** My SQL, SQL Server, MS Office, Python, CSS, HTML

# KEY SKILLS

* **Procurement •Vendor Development • Vendor Management • Process-Improvement • Floating RFQ**
* **Vendor Negotiation**
* **Data Analysis • Financial Analysis • Data Visualization**
* **Basic Python, HTML, CSS** **• Professional English Communication**

# EDUCATION

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| Course | Year | Institute | Percentage |
| M. Tech. (Production) | 2012-2014 | DTU, Delhi (Formerly DCE) | 75.87% |
| B.Tech. (Mechanical) | 2007-2011 | ITM, Gurgaon | 66.29% |
| Senior Secondary (CBSE) | 2005 | D.H.L Sr. Sec. School | 68.80% |
| Secondary (HBSE) | 2003 | Newton High School | 71.66% |

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| **Certification** | • Business English Vantage Certificate (ESOL Exam) by University of Cambridge |
| **GATE** | • Qualified GATE exam 3 times with best rank of 2369. |

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| **Data Analyst** | Dec ‘22– Till Now |
| **Policy Bazaar** | Gurgaon |

* Part of analytics team handling and analysing the data required to run the business.
* Coordinate with the sales team and provide various insights needed to pitch the policy to new clients.
* Provide the various document like cost saving, Policy dashboard etc to create RFQ.
* Analysing the claims data and inward claims for getting new insight.
* Using the data to streamline the process and help in processing the claim in minimum possible time frame.
* Help in making the process efficient so as to provide smooth service to the customers.

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| **Purchase Executive (Procurement)** | March ‘22– Nov’22 |
| **Dr. Lal Pathlabs Gurgaon** | Gurgaon |

* Part of Indirect Sourcing team (IT and Non-IT Categories) under Supply Chain Management Function, with Procurement Portfolio of **annual spending of more than INR 200+ Crs** for following functions:
* **Information Technology (IT):** 
  1. IT Infrastructure,
  2. IT Software Services,
  3. IT Security,
* **Marketing:** 
  1. Retail Marketing (B2C),
  2. Medico Marketing,
  3. Brand and Digital Marketing**,**
* **Human Resource and Admin**

* **IT**: **(a) IT Infrastructure:** Laptop/Computer/Server Peripherals, Networking, Internet Connectivity, Data Centres
* **(b) IT Software Services**: Software Developments & Management Resources, Security Applications (like SolarWinds, SonicWall, Trend Micro), Cyber Security Licenses, Servers AMCs and Microsoft

Licenses,

* **Human Resource and Admin**: Facilities & Security Management, Recruitment Consultant, Training & Development, Events, Employees Rewards

* Responsible for New Vendor selection.
* RFQ floatation and online auction, quotations management and samples arrangement, till its approval form Quality.
* Responsible for cost settlement of various Capex & Opex Items.
* Responsible to provide purchase order to vendor as per settled cost.
* Good Negotiation skills through product substitution and alternate vendor development.
* Member of SIT (Supplier Improvement Team) & CFT (cross functional Team).

**Assistant Engineer (Procurement)**

Jan ’15 – March ‘20

**Goodwell Industries, Faridabad** Faridabad

* Formulating price revision policy linked with various factors like exchange rates, commodity prices.
* Identify critical items and de-risking of identified items using multi-sourcing & localization.
* Responsible for developing new vendor as per the requirement.
* Floating the RFQ using e-procurement.
* Price negotiation with the vendor to derive optimal benefit to the organisation.
* Setting up of online reverse auction after getting vendor responses.
* Help in Creating new vendor and item code.
* Placing the PO and subsequent follow-up.