

RESUME

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NIVEDITA BAJPAI

CAREER OBJECTIVE

Sr. Purchase Engineer and Vendor Management Specialist with 6+ years of total experience in a German multinational/Indian Navy. Aspiring for a suitable position in long term career oriented firm which utilizes my skills and provide opportunities to prove myself.

PROFESSIONAL EXPERIENCE

M/s Noske Kaeser Pvt. Ltd. – Presently working with M/s Noske-Kaeser Pvt. Ltd. (a German Based MNC) as a Sr. Quality Engineer & Vendor Management Specialist since July 2016 in the field of Quality, Costing, Data Analysis, Tendering, Purchasing, Fund Management, Vendor Development and Project Coordination for Various Engineering Product (Mechanical as well as Electrical & Electronic), System and Sub-System.

Job Responsibilities –

- Handling various modes of Purchase, E-bidding and coordinating with vendors online or offline and satisfied customers and their requirements.
- Drive cross-site and supplier utilization to reduced cost, increased quality, and reduced cycle times also maintain workflow and reach the goals.
- Work with teams for coordination of Operations, Quality, Engineering, Global Supply Chain Staff and Suppliers.
- Preparation and approval of Purchase/Work orders for to the supplier as per the requirements.
- Skilled in cross-checking prices, quality, and understanding terms and conditions of suppliers and customer.
- Resolve issues related to delivery, Payment, quality, production capacity, raw material or component availability etc.
- Maintain supplier audits within the Vendor Management System.
- Summarizing Daily Project Reports and prepare MIS reports for Top Management.
- Payment Follow Ups with Accounts and Vendors.
- Preparation and publishing target-wise Monthly reports and presenting the same to Senior Management & clients as well.
- Preparing Master Reports, showing Monthly/Weekly procurement, production and internal cash flow documents and review.
- Checking Quality of Various Process, Products and maintain company standard in market.

Indian Navy – Worked for Indian Navy on behalf of M/s Manaksia Ltd. as a Procurement (Design) Engineer from Mar 2012 to Jun 2016.

Job Responsibilities –

- Preparation of technical requirements & tendering document for the procurement of systems and equipments.
- Project Estimation, Costing, verification of bill & tender drawings, tracking and update the project status against the project plan.
- Processed/issued purchase orders to vendors/suppliers via computer system, phone and fax; this included requesting delivery confirmation, backorder status and pricing confirmation.
- Preparation of compartment layouts and scrutinizing systems drawings on deck plan.
- Coordinating with various departments like Design, Contracts and Finance for various procurements.
- Works on improvement for cycle time, cost reduction, and quality improvement.
- Solving Payment related issues with Vendors & Customer.
- Implementing technologies, processes, policies, and procedures to support the purchasing process.

- Diagnose and correct process issues, determine cause for issues and implement reduction initiatives for improvement.
- Preparing Master project schedule, Progress reports showing Monthly/Weekly for client and Senior Management.

CORE SKILLS/STRENGTHS

- Possess excellent communication and presentation skills.
- Highly skilled in initiating & managing projects & recommending the best solution.
- Ability to handle complex tasks and exceed client expectations.
- Possess excellent analytical and organizational skills.
- Ability to understand and capture technical as well as business requirements.
- Proficient in planning and handling situations.
- Goal oriented and ability to handle multiple tasks.
- Problem solving abilities.
- Willingness to learn.

EDUCATIONAL QUALIFICATION

- **Bachelor in Engineering in Mechanical** with **74.28%** marks from **Institute of Professional Studies Gwalior** Affiliated to **Rajiv Gandhi Technical University Bhopal (M.P)** in **2011**.
- **Intermediate** from M.P. Board in Year 2007.
- **High School** from M.P. Board in Year 2005.

TECHNICAL SKILL SET

Proficient with Microsoft Office tools: - Excel, Outlook, PowerPoint, Word, Office etc
Working software: - AutoCAD, IDBMS, ERP/SAP etc

PROJECTS

- Minor project on “**Autonomous robots**”.
- Minor project on “**Radar gun**”.
- Major project on “**Fabrication and thermal analysis of parabolic solar concentrator**”.

EXTRA CURRICULAR ACTIVITIES

- Participated in “**Workshop on robotics by Technophilia**” at I.T.M Gwalior.
- Participated in “**Finishing school**” by **Heromindmines** which trains to **INDIAN NAVY SERVICE PERSONNEL** also.
- Participated in “**National service scheme**”.

PERSONAL DETAILS

Date of Birth	25 th JUNE 1990
Language	English, Hindi
Nationality	Indian
Address	Shubhanchal Hostel, INA Colony, INA New - Delhi

Declaration: I hereby declare that the above-mentioned information is correct best of my knowledge and bear the responsibility for the correctness of the above-mentioned particulars.

Place: New-Delhi

Date:

Nivedita Bajpai