

## **Ashish Rawat**

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### **CAREER GOALS**

A motivated, Supply Chain professional with more than four years of Experience, seeking a challenging opportunity in the area of Supply Chain Management (Procurement-Purchase), which would provide me with an opportunity to utilize my skills in SCM area and to contribute to employer objectives, profitability, and success.

### **EXECUTIVE PROFILE**

- Master in Logistics and Supply Chain Management from University of Hull, Yorkshire (UK).
- Bachelors in Business Administration with knowledge in Procurement and the areas of Materials Management
- Conceptually strong with an innovative and analytical approach towards work with good attention to detail.
- Diligent and goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism.
- An effective team player with exceptional planning & execution skills.

### **PROFESSIONAL EXPERIENCE**

**August 2018 – Present - Sr. Executive Purchase - Mankind Pharma Limited, 236, Okhla Phase III, New Delhi (Corporate office)**

#### **Job Responsibilities:**

- Sourcing of KSM's and Advance intermediates for API for R&D development and Commercial Products.
- New vendor Development and vendor Qualification, arranging all regulatory support/technical support from vendor as per requirement of RA/QA/CQA).
- Procurement of Raw material and solvents (Bulk) for API plants.
- Obtaining best prices for imports/domestics from Vendors & Cost Cutting through negotiation with suppliers (domestic/foreign).
- Co-ordinating with CHA agent for the material Imports, custom clearance and Documentation.
- Responsible for tracking & timely delivery of Raw materials to API plants.

**April 2016 – July 2018 Sidmak Laboratories (I) Pvt. Ltd. (USFDA Approved Plant), Procurement SCM as Material/Purchase Officer.(Location : Dehradun, Uttarakhand)**

#### **Job Responsibilities:**

- Managing day-to-day functioning of purchasing Group / Department.
- Support & Coordinating with the various Departments for Procurement of Raw Materials( API/Excipient), R&D materials, Maintenance goods, Common Materials & Packaging Materials.
- Undertaking Vendor Analysis & Development of new Vendors.

- Accountable for Raw & Packing material requirement and availability, in line with production plan.
- Responsible for floating of purchase enquiries and Purchase orders.
- Maintaining effective record keeping on all purchase orders and supplier confirmations.
- Negotiate with suppliers for the Best Price.
- Working with Suppliers on Lead Time Reduction.
- Follow up with Vendor for delivery and to get the material at the right time and required quantity.
- Responsible for site transfer of Raw material and Packing material.
- Working under compliance guidelines of USFDA and Standard Operating Procedures.

#### **Compliance**

- Single point of contact for all Change controls, Deviations and CAPAs related to Material and Purchase.
- Responsible for closing all actions in Track wise & effectively implement CAPA's on timely manner related to Material and Purchase.

#### **June 2014-March 2016 (1year 9month), Zircon technologies India Ltd. Dehradun, India, as Purchase Officer.**

#### **Job Responsibilities:**

- Prepare and process requisitions and purchase orders for material and equipment.
- Maintain records of goods ordered and received.
- Inventory Control and Purchase Planning.
- Responsible for floating of purchase enquiries/orders.
- Co-ordination with suppliers/ or development for timely deliveries.
- Management and Coordination with Production, Logistic & warehouse Dept.
- Responsible for constant check on stock levels.
- Locate vendors for materials, equipment or supplies, and co-ordinate with them in order to determine product availability.

#### **Dec 2012-Feb 2014 (1year 2month), RECOVER SOLUTIONS, EAST YORKSHIRE (United Kingdom), as Purchase Assistant.**

- Maintain purchase order data.
- Assist in the development of new suppliers of material from china and other countries.
- Assist in managing monthly bulk order status reporting.
- Assist in Review and resolve supplier invoice discrepancies.

#### **PERSONAL DETAILS**

Fathers Name:	Mr. Ashok Singh Rawat
Date of birth:	October 24, 1987
Languages Known:	English and Hindi
Marital Status:	Married