

CURRICULUM VITAE

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Current Location: Jaipur (Raj.)
Total Experience: 3.6 Years

MANOJ KUMAR

Seeking Entry level assignments in Procurement / Supply Chain Management/ Vendor Development with an organization of high repute.

CAREER OBJECTIVE

- Looking for a challenging career which demands the best of my professional ability in terms of, technical and analytical skills, and helps me in broadening and enhancing my current skill and knowledge.

PROFESSIONAL / ACADEMIA

<u>Examination</u>	<u>Board / University</u>	<u>Year of Passing</u>	<u>%/Grade</u>
B.TECH (Electronics & Comm. Engg.)	S.C.R Institute of Engineering & Technology Meerut, U.P.	2014	76.6
Intermediate (10+2)	CBSE	2009	56.4
High School (10 th)	CBSE	2007	63.4

SUMMARY

A perceptive professional with approx. 3.6 years in:

- Imports / Domestic Procurement & Logistics
- Vendor Development
- Material Resource Planning
- Quality Controls / Assurance

Presently associated with **Rays Power Infra (P) Ltd, Jaipur as Engineer - Procurement (Solar Projects)**. Adept in Supply chain management, Material Requirement Planning and Sourcing with efficient working on ERP with a flair for adopting modern purchase methodologies. Skilful in enhancing systems to bring greater cost efficiency levels & value additions. Deft in swiftly ramping up projects with competent cross-functional skills and ensuring on time material deliverables. A keen communicator and team player with exemplary analytical, interpersonal and problem solving skills.

CORE COMPETENCIES

- ❖ **Material Management : Import Purchase & International Logistics / Domestic Purchase.**
 - ⇒ Handling Import of electronics components Which Includes Solar Modules, Inverter, Cable connectors, etc.
 - ⇒ Planning & scheduling for high lead time items / imported parts
 - ⇒ Handling import logistics & custom clearances.
 - ⇒ Coordinating all Import activities with Suppliers, Freight Forwarders and CHAs.
 - ⇒ Verification of Import documents.
 - ⇒ Assisting in developing and implementing key procurement strategies of material and purchase Schedules ensuring these strategies and schedules are aligned with organizational objectives.
 - ⇒ Monitoring stocks to stop over stock of material and surplus supplies.
 - ⇒ Evaluation and monitoring performance of vendors on the Quality, cost, delivery & development (QCDD) basis.
 - ⇒ Controlling & monitoring inventories of A & B Class components.
 - ⇒ New vendor development
- ❖ **Quality Control / Assurance**
 - ⇒ Ensure adherence to quality standards & norms for the incoming local & imported material.
 - ⇒ Established Quality Management System (QMS) for new Solar PV Module manufacturing plant at M/s Genus Innovation Limited, Jaipur.

- ⇒ Coordination for Product Certification with bodies such as ISO, UL, TUV, MNRE, RRECL.
- ⇒ Analysis of Reason of Rejection of In-Coming / In-Process / Pre-Dispatch / Customer Complaints by Imbibing the Culture of RCA (Root Cause Analysis) , CFT (Cross Functional Team) , Fish – Bone , CAPA in the work place area.
- ⇒ Supplier Evaluation/Re-Evaluation for New Vendor Development.

ORGANIZATIONAL EXPERIENCE

Rays Power Infra (P) Ltd.
Jaipur, Rajasthan.

Engineer – Purchase

Since January '18 till date

Job Responsibilities:-

- ⇒ Responsible for the procurement of Solar Modules , Batteries, UPS, Solar Grid Tie Inverters etc , from import & domestic manufacturers for Roof Top / Ground Mounted Solar Projects etc.
- ⇒ Responsible for import logistics, freight forwarders finalization and custom clearance.
- ⇒ Responsible for the GOAL ORIENTED procurement of all the imported items used in Solar Projects as per BOM through direct or indirect purchases in respect to all Plants.
- ⇒ Responsible for floating RFQ, checking comparative statements & placing of orders in-time.
- ⇒ Co-ordinate with Finance for payments of vendors (domestic & import) through L/C or TT.
- ⇒ Handling purchase of Module Mounting Structure , Cable , ACDB / DCDB / AJB / Metering Panels , Net Meters ,HDGI/GP Cable Tray , Fasteners , Circuit Breakers , Lightning Arrestors , Earthing Electrode ,GI Strips , SPDs, Connectors , Sensors , Weather Monitoring Sensors for Roof Top / Ground Mounted Solar Projects etc.
- ⇒ Handling purchase of Operational & Maintenance Items such as Tools, BOS Materials, PPE , Isolators , SPDs etc.
- ⇒ Handling purchase of measuring Instruments, tools & consumables.
- ⇒ Handling import purchase of Civil Items such as Culverts, Hume Pipes, Pre-Fab Items, Chemicals Admixtures and other Items.
- ⇒ Work Order Generation for MMS DC / AC Works, Module Un-Loading , Shifting , House Keeping , Scraps Lifting , Module Cleaning , Seasonally Module Tilting etc.
- ⇒ Floating RFQ & RFI for new product, comparisons.
- ⇒ Purchase Order Generation & follow-up for timely deliveries.
- ⇒ MIS

COMPANY PROFILE

Rays Power Infra is 3rd Largest growing Solar EPC company in India working on large scale Ground Mounted / Roof Top Solar Projects It is an ISO 9001 , 14001 , 19001 certified leading integrated Solar Power Company with the presence across the entire solar value chain A pioneer in the development of green technology solutions that are environmental friendly , energy efficient & cost effective also capable in delivering quick returns on investment which was helped us gain the reputation of being a pioneer in the field of solar power generation.

ORGANIZATIONAL EXPERIENCE

Genus Innovation Limited.
Jaipur, Rajasthan.

Engineer – QA / QC.

From Jan-2016 to Jan-2018.

A young & dedicated Engineering professional looking towards the Quality Control / Purchase activities for Solar Module Manufacturing & Solar Project for various raw materials Including electronic, electrical & mechanical components i.e. Solar Cell, EVA , Aluminium frame, Tempered Glass, Junction Box Ribbon , ACDB / DCDB / AJB / Metering Panels , Earthing Electrode , GI Strips,Lightning Arrestor,Module mounting structure,Weather Monitoring System.etc..

- ⇒ To Conduct Physical Inspection (Visual/Dimensional/Functional) of RM coming into factory for Solar Panel Assembly & Solar Projects as per relevant specification, drawing & standards.

- ⇒ Reporting of (Non-Conformance) Issues to vendors in materials either variation from required specification or functional.
- ⇒ Proficient & Proven ability in managing quality activities i.e. Quality tools , SOP's for entire process, effectively handling ISO,UL,TUV,MNRE,RRECL and external audits.
- ⇒ Solely responsible for identifying & problem solving Issue i.e. (Why-Why Analysis , RCA , CAPA,8-D Rule, CFT) for the reason of rejections.
- ⇒ Working Knowledge on SAP for all the Quality related Issue.
- ⇒ Generating Purchase Requisitions and continuous follow-up with the vendors RFQ's for product development, Machinery, Testing Equipment.
- ⇒ Responsible for preparing Daily MIS , Daily In-Process , Daily Abnormality Report , COPQ..
- ⇒ Responsible for determining the Vendor Performance Rating Sheet
- ⇒ Responsible for determining the Process capability Cp, capability Index, by using MINITAB Quality Software.
- ⇒ Responsible for Supplier Quality Assurance of Raw Material Inspection & Vendor Audits.
- ⇒ Handling a Team Size of 8-10 members

COMPANY PROFILE

GENUS INNOVATION LIMITED is an ISO 9001:2008 company and a part of Kailash Group, Genus has been a very active domain, owing to its diversified and mass utility. Genus understands its moral, social and business responsibilities to protect, preserve & nurture renewable energy sources to initiate a pro-active reduction in our carbon footprint and promises a brighter, greener and a beneficial future for all of us. It is a leading Power Back-up Solution provider in India, with its consistent focus on technological innovation.

ORGANIZATIONAL EXPERIENCE

Su-kam Power Systems Ltd. Gurgaon, Haryana	Engineer - Quality Control	From July-2015 to Jan-2016
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A young & dedicated Engineering professional having almost **1 Year & 7 Months** of extensive experience for Inverters & UPS, Solar Products looking towards Quality Control activities of various raw materials (RM) including electronic components like *IC, PCB, Diodes, Transistors, Mosfets, SCR, IGBT/IGBT Modules, Sensing Transformers (for Inverters & UPS), Capacitors, Resistors, Wire Harness covering PCB assembly parts*. MCB / MCCB, Fuses, Front Bazels , DC Cooling Fan, printed circuits assembly boards (PCBA) , Cabinets , Solar Module Inspection and other miscellaneous items.

- ⇒ To conduct physical inspection (Visual/dimensional/functional) of RM coming into factory & generating the Inspection as per relevant specifications and drawings.
- ⇒ Calling vendors to demonstrate the rejections reasons and to discuss the Corrective Action & Preventive action required for improvement.
- ⇒ Responsible for preparing Daily MIS.
- ⇒ Responsible for determining the Vendor Performance Sheet.
- ⇒ Reporting Non-Conformance issues in materials to vendors.
- ⇒ Analysis of reasons of rejections at IQC, production line , Punching WIP rejection in ERP.

ORGANIZATIONAL EXPERIENCE

Su-kam Power Systems Ltd. Gurgaon, Haryana	Associate - Purchase (UPS/Inverter Division)	From Aug-2014 to July-2015
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Job Responsibilities:-

- ⇒ Handling purchase of Printed Circuits Boards Assembly (PCBA) components (electrical/electronics) for factories , R&D requirements, Service Centre like IC, PCB, Diodes, Transistors, Mosfets, SCR, IGBT Modules, Sensing Transformers , Capacitors, Resistors, LED etc
- ⇒ Handling purchase of Housing Assembly parts like Wire Harness , MCB / MCCB, Fuses, Front panels, packaging materials Interaction with local suppliers for timely supplies.
- ⇒ Handling purchase of measuring Instruments, tools & consumables

- ⇒ Floating RFQ & RFI for new product, comparisons.
- ⇒ Purchase Order Generation in ERP & follow-up for timely deliveries
- ⇒ MIS
- ⇒ Coordination with all users departments / internal customers

COMPANY PROFILE

- SU-KAM POWER SYSTEMS LTD. is a leading Power Back-up Solution provider in India, with its consistent focus on technological innovation. Has attend heights unheard of in the largely unorganized industry. Having a clear technological edge, creating new benchmark and upgrading standard for the industry, comes naturally to Su-Kam. Today, Su-Kam is the established leader in product innovation, design sensibility.

PROJECTS

- ⇒ Successfully handled Inspection, testing & documentations for the Product Certification of TSEC (Technical Specification Evaluation Certificate).
- ⇒ Successfully completed Inspection, testing & documentation for 350Kwp Roof Top; RRECL.
- ⇒ Leading the project for the 60Wp Module to get the Tender from BSNL & Successfully Completion i.e. Inspection, Testing & Documentation FOR 711Kwp. for BSNL.
- ⇒ Successfully completed the Procurement of 182 Mw Ground Mounted Projects at Karnataka; KPTCL IN 3- Months & Commissioned the Plant.

IT SKILLS

SAP Software	:	ECC 6.0; R3.
ERP Software's	:	Oracle 11i , Tally.
Packages	:	MS. Office, Windows, Internet.

MY STRENGTHS

- Ability to absorb technical & financial knowledge and express thoughts with clarity and confidence.
- Zeal to accept work related challenges, dedication towards work.
- Self-motivated and a good team player.
- Excellent understanding of project issues, ability to work independently and as part of team.
- Good interpersonal skills and analytical skills.
- Ability to work in variable platforms.

PERSONAL DETAILS

Current Address : Avinash Arg , H.No, F-44 , Mangal Vihar , Jaipur , Rajasthan.

Permanent Address : D-18, Sec-B, Sainik Vihar Colony
Kunraghat, Gorakhpur-273008 (UP)

Date of Birth : January 05, 1992

I hope that my qualification and technical skills would meet your requirement and I would be provided to serve your prestigious Organization.

Date:

Place: Jaipur

(MANOJ KUMAR)