

Resume

SUBODH KUMAR SINGH
Room No 355, Bachelor Hostel
Samundra Township, Mundra
Kutch,Gujarat-370421
Mob:-07838670800
E-mail: write4sk@yahoo.com

CAREER OBJECTIVE:

“Seeking for a responsible career in Material Management, Purchasing and logistics field, where in I can utilize my enriched more than 8 years professional aspects of knowledge and skills for making a significant contribution to the success of an Organization.”

CAREER SUMMARY:

- More than 5 years of experience in various facets of procuring materials from domestic and international markets.
- Expertise in developing best vendors, reducing the cost of procurement of material.
- Experienced with implementing systems of inventory management avoiding over-stocking or wastage. Applying govt. policies to reduce manufacturing cost.
- Working knowledge of Alliance MRP/ERP, SAP, Busy Software.
- International marketing research.
- In-depth knowledge in manufacturing processes -Problem solving techniques using quality tools.

KEY SKILLS:

For Purchase Management

- Procurement of raw material, spares and others from domestic and international market.
- Purchasing machines with improved technology to increase production.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Liaison with the production department to maintain optimum inventory.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Liaison with finance department for mutually decided timely payment of bills.
- Developing reports on procurement and usage of material for top management.
- Selection of appropriate supplier and negotiating with supplier and strong knowledge in new supplier searching Create adequate source & Supplier identification.
- Raising the purchase order and sending to the vendor through e-mail or Courier.

- Follow up the material vigorously with the suppliers to ensure the dispatch on time for production.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
- Finalization of Annual Rate Contract / Annual maintenance Contract.
- Assessing the performance of the vendors based on various criterions such as quality/ technology improvement rate, timely delivery, credit terms etc.
- To getting rejection replacements on time with suppliers with cost effectiveness with in warranty terms.
- To negotiate each and every step to get more & more profit with quality products.
- Coordinating with production planning to meet customer priorities
- Actively involved in Excise, Custom, STPI documentation and Forex Documents.
- Co-ordinate with all Forwarder or Logistics Suppliers also.
- Generation of revenue by sale out monthly generated scrap and other wastage.
- Enrolling for energy saving initiation too by using e-recyclers.

For Vendor Development

- Effective management of vendor database.
- Development of alternative sources either domestic/international raw materials which helps in cost saving.
- Evaluating vendor performance based on PQD (Product/ Quality/ Delivery) for higher quality of services from vendors.
- Timely meetings with vendors to educate them about company's requirements and help them in improving their performance.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Interaction with our factory Quality control, R&D manager and collecting FAR (First Article Report) related to samples.

Employers:

- Working as **Deputy Manager in Techno-commercial** for **Mundra Solar PV Limited (Adani Group)** Mundra Gujarat from April 2017 to Present. Reporting to Associate General Manger.
- Working as **Assistant Manager in Techno-commercial** for **Mundra Solar PV Limited (Adani Group)** Mundra Gujarat from Sep 2015 to March 2017. Reporting to Associate General Manger.
- Working as **Sr. Purchase Executive** for **GAUTAM SOLAR PVT. LTD. (Formerly GAUTAM POLYMERS)** New Delhi from Dec 2013 to Sep 2015. Reporting to COO,CEO & MD of company.

Company Profile: Specialized manufacturer and well know Brand **Solid Solar** in various types of Solar Products. Having own Battery Plant, Solar Photovoltaic Modules and various Solar Luminaries . Having **ISO 9001:2008,MNRE,SMERA (Grade -1), BIS ,UL** and many more Quality Certification. **80% business in Govt. Tenders.**

- Worked as **Purchase & Planning Engineer** for **BLA ETECH PVT.LTD.** New Delhi from Jan'2010 to Dec 2013. Reporting to Operational Director of company.

Company Profile: An ISO 9001:2009 certified Company & doing main business with USA, UK, Germany and Spain. We are specialized in Manufacturing of all kind of EMI/EMC FILTERs and Power Solutions. This is a Central Excisable Unit & EOU (100% Export only).

EDUCATIONAL QUALIFICATION:

SN	Qualification	Institute	Board / YEAR	STATUS
1.	B.TECH (ELEC. Engg.)	Kanpur Institute Of Technology, Kanpur	UPTU/ 2005-2009	68.72%
2.	Intermediate	PT. R.P.M.INTER COLLEGE,KANPUR	U.P. Board / 2005	86%
3.	High School	PT. R.P.M.INTER COLLEGE,KANPUR	U.P. Board / 2003	64.5%

Achievements:

Participated to **Nuremberg, Germany** to exhibit in Electrical Exhibition (SPS/IPC Drives 2012) in Nov 2012 with Managing Director.

Saved Many Lakhs in terms of STPI, 100% EOU, EPCG registration during import. Goods and machineries.

Won certificate in Valuable contribution in Purchase Department.

Familiar with CSA, UL and ISO and Quality certifications procedures.

PROFICIENCY IN COMPUTERS

- 1: Working with Operating Systems like MS-DOS, WINDOWS 2002, 2003, XP, Windows7, 8.
- 2: Working knowledge of Packages like MS-Office.
- 3: SOFTWARES: PSPICE, MATLAB, SAP, Alliance, Busy.
- 4: LANGUAGE KNOWN: C, C++, CORE JAVA

SUMMER TRAINING:- One month summer training in Traction Rolling Stroke(Indian Railways), Mughalsarai.

AWARDS / PRIZES:

- 1: Awarded for being eighteenth rank in U.P.meritlist, 2005 by HONERABLE CHIEF MINISTER
- 2: Awarded for being eighteenth rank in U.P.meritlist, 2005 by District Magistrate.

PERSONAL INFORMATION:

Date of Birth: 1989, JAN 04

Marital Status: Single

Nationality: Indian

Languages: HINDI & ENGLISH

Current CTC : INR 6.60 LPA

Permanent Address – K-73, Yashoda Nagar Kanpur Uttar Pradesh 208011

Contact Phone No. : 07838670800

Strengths: HONESTY, DEDICATION FOR WORK TO ACHIEVE THE GOALS.

Hobbies: - PLAYING GAMES, LISTENING MUSIC , Travelling

I hereby assure you that all the information given in this resume is correct to the best of my knowledge.

Thanks!

Subodh Kumar Singh