



**VIVEK SINGH**

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## ENGINEERING PROCUREMENT | PLANNING | VENDOR DEVELOPMENT

*Hands-on expertise in Procurement of Motors, Electrical Switch gears, Wires & Cables, Steel, Hardwares, Consumables etc.*

### AREAS OF EXPERTISE

- **Procurement**
- **Supply Chain Management**
- **Vendor Development**
- **Vendor Management**
- **Procurement Plan**
- **Child Part Tracking**
- **Material Scheduling**
- **Negotiation**
- **ISO Audit**
- **Tally.ERP, BAAN.ERP**
- **MIS**

### PROFILE SUMMARY

- A competent professional graduate in Mechanical Engineering from DIMAT with nearly 03 years of commendable experience in Procurement, Planning & Vendor Development.
- Strong in negotiating with various vendors for right price of right material at the right time.
- Experience in Vendor Development & Vendor Management.
- Well acquainted with computer systems like, M S Office, AutoCAD, SolidWorks, Tally.ERP, BAAN.ERP (Infor LN UI).
- Positive attitude and good interpersonal skills, able to respond quickly on various available options to further optimize.
- Ability to work without Management direction uses initiative and possesses a positive attitude towards teamwork.
- Capable of working under pressure to meet tight submission schedules.
- A forward thinking person with **communication, analytical & organizational** skills; exceptionally well organized with a track record that demonstrates self-motivation, creativity and initiative to achieve both corporate and personal goals.
- Representation of Purchase department in ISO Auditing.
- Supplier contract for supply of various consumables.

### ORGANISATIONAL EXPERIENCE

#### 21st November 2018 to date, Bry-Air Asia Pvt. Ltd, Gurugram as Engineer-Purchase (Supply Chain)

- **Purchase of Material:** Handling procurement of materials such as Motors, Electrical Switch gears, Wires & Cables, steel (Cold form & Hot Rolled), Filters, Industrial fans etc.
- Handling overall procurement of maintenance items, working in close proximity with maintenance department to ensure minimum breakdown and timely availability of spare items.
- Monthly Planning of all the materials being used in standard machines.
- Tracking of Child Parts and scheduling of same to ensure timely availability of material.
- **Vendor Development:** Develop new vendors for raw material, consumable and maintenance items.
- **Comparison:** Creating comparative reports based on various quotations.

#### 22nd June 2016 to 19th November 2018, Modern PEB Pvt Ltd., Gurugram as Engineer (Purchase-Supply Chain)

- **Vendor Development:** Develop new vendors for raw material and maintenance items.
- **Vendor Management:** To manage the vendor with proper rating scenario and timely payment reports.
- **Purchase of Material:** Purchase of Raw Material (Steels, Chemical), Consumables, Electrical items, Maintenance Items, Capital Goods as per assigned by GM-Supply Chain.
- **Negotiation:** Dealing with the vendor for negotiation of price and discount.
- **Comparison:** Creating comparative reports based on various quotations.
- **Stock Level:** Maintain the stock level in store by the procurement plans such as supplier contract.
- Experience in procurement of Heavy Machineries such as CNC Plasma cutting machine, CNC Drilling machine, EOT Cranes etc.

### ACADEMIC DETAILS

- B.E. (Mechanical) from Disha Institute of Management & Technology, Raipur (C.G.), with 86.92%.
- Class XII from Vidya Bharati Chinmaya Vidyalaya, Jamshedpur, CBSE with 78.4% in 2011.
- Class X from VIG English School, Jamshedpur, ICSE with 90% in 2009.

### IT SKILLS

- BAAN.ERP, AutoCad, Solidworks, Tally.ERP, STRU-MIS, Proficient in MS-Office.