

Professional Summary

Dedicated Procurement Engineer with 4 years of experience determining technical procurement requirements implementing process and programs and performing evaluations to ensure compliance with technical specifications and code requirements. Strong analytical skills with a working knowledge of Inventory Purchasing and Accounts Payable modules. Talented project manager able to leverage commodities suppliers and market alignments to meet key business objectives.

Skills

- Change Management
- Contracts / Negotiation
- Performance testing
- Regulatory compliances
- Materials properties
- Troubleshooting
- Engineering drawings
- Vendor qualification
- Labor projections
- Design reviews

Work History

Assistant Manager-Procurement

11/2017 to Current

India Go Solar-New Delhi

- Co-ordination with design team for getting effective Bill of materials of the ongoing projects and working to procure the materials required for the projects.
- Doing Market/price analysis of different materials required for solar projects, from different vendors and therefore builds business relationship with the vendors and manufactures.
- Comparison of quotations provided by manufactures and negotiating with them through meetings and phone calls for best price.
- Based on the best available quotations placing purchase order.
- Asking for Performa Invoice from the vendors against the purchase order, sending the same to account and finance for payment process.
- Coordinating with logistic team for arranging transportation of the material.
- Coordinating with logistic team and cross checking the materials at site for any kind of damage.
- Vendor Development for E-commerce for all solar products.
- Purchasing for B2B process/E-commerce according to requirement.

Engineer-Procurement**09/2014 to 11/2017****Claro Energy Pvt. Ltd. –New Delhi**

- Sending RFQ for Solar pumps (AC & DC), PV Modules, VFD's, & other BOS items used in solar water pumping solution.
- Making comparative on the basis of the quotations received by different vendors.
- To arrange negotiation meetings with vendors for discussing the commercial conditions before the contract.
- Make the Purchase Order (PO) after negotiation and discussion
- Follow-up with vendors for proforma invoice & forwarding the same to the finance department.
- Follow-up with the project/finance department for the payments of the vendors.
- Co-ordination with the vendors for documents and for timely delivery of bought out items at the site.
- Following up with the vendors for delivery schedules for the site related activities.
- Coordinating with the vendors for the inspections & reviewing the Inspection Reports/Tests Certificates & providing dispatch clearance to the vendors for equipment after inspection.
- Arrange Way Bills for the vendors for material transportation.
- Maintains equipment, parts, and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts, and supplies; placing and expediting orders; verifying receipt.

Education

BACHELOR OF TECHNOLOGY: Mechanical BIT- UPTU- Muzaffarnagar	2014
SENIOR SECONDARY CERTIFICATES: PCM SDIC- UP Board- Miranpur	2010
HIGHER SECONDARY CERTIFICATES: PCM SDIC- UP Board- Miranpur	2008

Personal Details

Date of Birth	: 12th May, 1993
Nationality	: Indian
Marital status	: Single

Summing UP

Mechanical Engineer possessing +4 years of extensive experience in the areas of procurement, purchase, vendor development and sourcing will directly help in the growth of organization and human kind through technical contribution.

DATE:**PLACE:****SIGNATURE**