

Sourcing/ Procurement



SPARSH GUPTA

243D, Dhawari, Satna

Madhya Pradesh- 485001

India.

E-mail: sparsh2266@gmail.com

Mobile: +91-8439190461/ +91-9519173610

OBJECTIVE:

To pursue a position to utilize my skills and abilities in a field that offers a professional growth while being resourceful, innovative and flexible in the organization.

KEY SKILLS:

- Category procurement, Project BOM analysis, RFQ/RFI, Purchase order, Negotiation, Cost Comparisons.
- Strong in ERP Software (Axapta, SAP, Ariba, Oracle), MS Excel, MS word.
- Identification and implementation of new procedures and processes into the system.

KPI:

- Domestic and Import procurement of Capax and Engineering, foundry Consumable.
- Logistic management, Scheduling deliveries, Physical stock verification, Zero rejection.
- New Vendor development, Vendor management, Localization, Supplier rating.
- Annual Rate Contracts, service contracts, Saving sheet.

PROFESSIONAL EXPERIENCE (Overall 4.2 Years experience)

COMPANY NAME: AGRAWAL METAL WORKS PVT LTD

NATURE: Manufacturer of Rolled Products of Copper, Brass and Phosphor Bronz

WORK LOCATION: Bhiwadi (Raj.)

PERIOD: July' 2017 – Working

JOB DESIGNATION: ENGINEER-PURCHASE

KEY RESPONSIBILITIES:

- End to end sourcing of Domestic and Import Capax and Engineering (Mechanical, Electrical, Casting) consumable
- Finalizing and awarding Rate contracts, Annual Rate Contracts, Fabrication contracts etc.
- Procurement Planning, Expedition, Scheduling Deliveries.
- Maintaining and showcasing Spend and Cost-saving reports on monthly basis to the management.
- Vendor development, Vendor Management, Stock Audit. CHA Handling, Payments.

COMPANY NAME: RSPL LIMITED

NATURE: Manufacturer of detergent and soap under the brand name of Ghadi.

WORK LOCATION: KANPUR (Corporate Office)

PERIOD: MARCH, 2016 – JULY, 2017.

JOB DESIGNATION: EXECUTIVE- PROCUREMENT

KEY RESPONSIBILITIES:

- Floating RFQs, RFI, Preparing TBE (Technical Bid Evaluation), Comparative Statements and taking approvals.
- PO Creation in AX with agreed T&C's and sent the authorized PO to concern vendor through an e-mail.
- Maintaining and showcasing Spend and cost-saving reports on monthly basis to management.
- Local Vendor facility visits on regular basis to check material stock and Quality.

COMPANY NAME: HINDUSTAN UNILEVER LIMITED

- **NATURE:** Manufacturer of detergent and soap under the brand name of RIN / VIM / Wheel.
- **WORK LOCATION:** BHARUA SUMERPUR (Soap and Detergent)
- **PERIOD:** FEB, 2015 TO FEB, 2016
- **JOB DESIGNATION:** GRADUATE APPRENTICE TRAINEE

KEY RESPONSIBILITIES:

- Coordinating with Engineering Dept. for maintenance schedule, Plan Maintenance.
- Installation and supervision of Machineries, Providing necessary workforce.
- Coordinating with service engineer for various AMC's and maintaining their records.
- Preparing RFQs, and making comparative statements, Taking approvals.
- Negotiating with suppliers for best prices, preparing Purchase Orders in SAP/ ARIBA.

OVERALL PROCUREMENT RESPONSIBILITIES:

- Procurement of Structural Steel (ISMB/ISMC/ISA/ MS Plates), Pipes (CS/SS/PVC), Pipe fittings.
- Hydraulic Pipes, Valves, Gauges, Hydraulic and Pneumatic Fittings, Anchor fasteners and other mechanical tools.
- Procurement of all type of AC/DC Drives and their spares Electrical Panels, HMI, AC/DC Electrical Motors, Wires and Cables, Switchgears, Lighting and Sensors etc.
- Procurement of MRO Spares, Capital items (Mechanical Pumps, Compressors, Fork-Lifts, Air washers.) and issuance of various Annual maintenance contracts.
- Central procurement of Material Handling equipment (Crates/Bins/Pallets/ Hydraulic stackers/ Hand Pallet trucks, Hand drum trolley).
- Finalizing the prices & vendors with the use of comparative statement (Quality, price, lead time, and freight & payment terms).
- Material follow-ups with Vendor and payment follow-ups with Account Dptt.
- Maintaining all the necessary purchase documents and records for internal and external audit purpose.

ACADEMIC DETAILS:

- B. Tech in Mechanical Engineering from SRM University, Chennai with 84.61% (2010 – 2014).
- SSC with Science/Math/English from UP Board Allahabad with 79.4% (2007 – 2009).
- HSC with Science/Math from UP Board Allahabad with 75.3% (2006– 2007).

INTERNSHIP:

- BIRLA CORPORATION (UNIT- SATNA CEMENT WORKS), (May-2012)

PERSONAL INFORMATION-

NAME: Sparsh Gupta

FATHER NAME: Mr Raja Babu Gupta

D.O.B: 5th feb 1993

GENDER: Male

MARITAL STATUS: Single

HOBBIES: Listening music, Playing Cricket, Meditation and Yoga.

LANGUAGE KNOWN: English, Hindi.

NATIONALITY: Indian

DECLARATION

I do hereby declare that the above particulars & information about my qualification, skills and my candidature are true correct and complete to the best of my knowledge and belief.

(SPARSH GUPTA)