

CURRICULUM VITAE

Gaurav Kumar E-165, Street No.-8, KhajuriKhas,

Mechanical Engineering New Delhi

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CAREER OBJECTIVE

To make a significant contribution to the growth of an organization being flexible to suit the requirement of the organization and there by upgrade myself to meet the challenges while growing along with organizational growth.

Academic Qualification

Examination	Board /university	Institute	Year of passing
B. Tech (Mechanical Eng.)	UPTU, Lucknow	BIT, Muzaffarnagar	2014
10+2 (PCM)	UP. Board, Allahabad	SDIC, Miranpur	2010
10th	UP. Board, Allahabad	SDIC, Miranpur	2008

Professional Experience

- Claro Energy Pvt. Ltd. as an Engineer from Sep-2014 to Present.

Role and Responsibility

Procurement

- 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.

Industrial Training and Internship

- "Thermal Power Plant" at NTPC, Dadri Unit, UP for below mentioned type of Power plants.
 - (a) Overview of Gas Based Combined Cycle Power Plant (4GT X 130.19 MW + 2ST X 154.51 MW)
 - (b) Overview of Coal fired Power Plant. (4 X 210 MW + 2 X 490 MW)
- Understanding of various processes involved in power plant such as Coal Handling, Ash Handling, Water System etc.

Technical Skills

- AutoCAD
- ZOHO-CRM, Far-Eye
- Microsoft office Word, Excel & Power Point

Skill & Hobbies

SKILLS

- Team building and motivational skills
- Presentation and leadership skills
- Strong analytical, excellent problem solving and organizational skills
- Excellent interpersonal & communication skills

- Knowledge of MS-Office and Internet

HOBBIES

- Reading story books, Listening Music
- Playing Cricket (Right Hand fast Baller), Football & Basket Ball
- Watching Movies

Language Proficiency

Language	Read	Write	Speak
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hindi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Personal Details

Date of Birth : 12th May, 1993

Sex : Male

Nationality : Indian

Marital status : Single

All the information given above is true to the best of my knowledge.

Place: Delhi

Gaurav Kumar