DHIRAJ GARG

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**OBJECTIVE**

In-pursuit of challenging carrier in an organization providing stimulating work environment and opportunities for performance oriented carrier growth in Materials Management and Vendor Development.

**SUMMARY**

Qualification - Mechanical Engineer + Computer Knowledge MS Office, ERP Modules

Experience - 15+ Years in Automobile Sector

Area - Indirect Material, Consumables, Service & Manpower Contracts, Raw Material, BOP

Present Job - **GKN Driveline (India) Ltd,** Dharuheraas **Deputy Manager – Indirect Materials**

Previous Jobs - **New Holland Fiat (India) P Ltd**, Greater Noida**; G.S. Lighting P Ltd**, Gurgaon;

**Suzuki Motorcycle India P Ltd**, Gurgaon; **FCC Rico Ltd**,Manesar; **L.P.S. Ltd**, Rohtak

**PROFESSIONAL / EDUCATIONAL QUALIFICATION**

* **Diploma in Mechanical Engg (3 Yrs)** from Haryana Technical Board, Session 1995~98 with 70% marks
* Passed Higher Secondary from Vaish Sr. Sec. School, Rohtak, Session 1994~1995 with 65% marks
* Diploma in AUTO-CADD -14 for 06 months from Zad Computers, Rohtak in 1997
* IT Skills – MS Office, ERP Module, Mail Applications
* Internal Auditor for ISO 14001 & OHSAS 18001

**CURRENT JOB PROFILE**

* Organization : **GKN Driveline (India) Ltd**, Dharuhera, Gurgaon
* GKN : Manufacturer of Drive Shafts
* Duration : From Jun 2012 to till date
* Designation : Deputy Manager – Indirect Materials
* Position : MD – Director Purchase – IDM Head – Myself – 02 Engineers
* Responsibility :
  + Responsible for Revenue, Capital, Logistics, Services, Scrap Sale
  + Long Term Purchase Contracts – Renewal, Cost Reduction, Negotiation, Alternate Sourcing
  + Spot Purchase Orders for reqt of Maintenance, Production, M.E., HR, QA
  + Long Term Service Contracts – Outsourced, Contractual, Plant Maintenance Manpower, General Plant Services
  + Annual Contracts for Inbound Logistics & Outbound Logistics
  + Cost Reduction Projects, Cost increase avoidance, Budgeting, MIS reporting.
  + Active member of committee of Kaizen, RADAR, Safety, Canteen etc

**PAST EXPERIENCE (I)**

* Organization : **New Holland Fiat India Pvt Ltd**, Greater Noida
* NHFI : Manufacturer & Exporter of Tractors & Special Agriculture Equipments
* Duration : From Jan 2010 to May 2012 (02 Years 05 Months)
* Designation : Deputy Manager – Indirect Purchase
* Position : MD – Director Purchase – GM - Sr Manager – Myself – 04 Purchase Executives
* Responsibility :
  + Responsible for Revenue Purchase, Domestic Logistics, Export Frames, Scrap Sale, Audits
  + Open Purchase Orders for Consumables of Production, Maintenance, Store, IT, Administration
  + Spot Purchase Orders for Marketing, Training, SPD Printing & Promotional Items; HR Uniform, Gifts; Production, Maintenance; IT peripherals; Product Development Testing Equipment Spares
  + Service Contracts for Outsourced, Contractual, Utility, Plant Maintenance Manpower; Design Support, FMS & IS Support, AMC, CAMC, Courier, Bus Transport, Taxi Services, Canteen Services, repairing, overhauling & calibration jobs
  + Spot Contracts for Business & Dealer Tours, Trainings, Consultancy, Design Support, Repairing, Promotion Activities, Games etc
  + Annual Contracts for Inbound, Logistics, Outbound Logistics, C&F Services etc
  + Costing of Export Frames, Fabrication Jobs, Civil Jobs

**PAST EXPERIENCE (II)**

* Organization : **G. S. Lighting P. Ltd.**, Gurgaon.
* GSL : Manufacturer of Domestic & Industrial Light Fittings/Ballast for Havells
* Duration : From May 2009 to Dec 2009 (08 Months)
* Designation : Manager – Purchase & Vendor Development
* Position : Executive Director – Myself – 01 Store Head, 04 Purchase/Store Executives
* Responsibility :
  + RM, BOM, Consumables as per production plan of Fabrication/Ballast/Paint Shop, Final Assy.
  + Raw Material’s Planning & Procurement – CRCA, MS, SS, CU Wire, Paint & Thinner etc
  + BOP Planning & Procurement – MS, Plastic, Rubber, Acrylic Parts; Capacitor, Starter, Hardware, Packing Material (Box, Poly Bag, Thermocol, Tape, Strap) etc
  + Consumables Planning & Procurement – Soldering/Welding Rods; Painting Guns/Spares; Oils, Chemicals; Hand Tools, Pneumatic Tools/Bits/Sockets, Jigs & Fixtures, Die & Die Parts; Stationery; HSD, M/c & Utility Spares.
  + Indent Items/Spares – Procurement of Indent Items from Local & Delhi Market.
  + Store – Material receiving, Storing, Issuing, Controlling as per production & inventory levels.

**PAST EXPERIENCE (III)**

* Organization : **Suzuki Motorcycle India P. Ltd.**, Gurgaon.
* SMIPL : 100% subsidiary of Suzuki Motor Corp Japan for 2-Wheeler Segments in India.
* Duration : From October 2005 to April 2009 (3 Years, 07 Months)
* Designation : Team Leader/Engineer – Purchase (Team Size – 3)
* Position : MD – Japanese HOD – Indian HOD – Myself – 02 Purchase Executives
* Responsibility :
  + Source Selection, RFQ, Negotiation for price/terms, PO Releasing, Follow for delivery, Cost Reduction & 2nd Sourcing for Raw Material, Production Consumables, Indent Items, Spares etc
  + Handling vendor issues related to Quality, Finance, Store
  + Raw Material Planning & Procurement - Frame Tubes, Fuel Tank Sheets, Welding Wire, Paint & Thinner, Engine Oil, ABS, HDPE, Master-Batch, Final Vehicle Packing etc.
  + Raw Material Testing & Approval - Co-ordination between Vendor, PE, Production, QC, Purchase for testing/approval from SMC Japan for Existing, New & VAVE Models/Vehicles.
  + Consumables Planning & Procurement – Abrasives; Welding Rods, Gases, Torch/Spares; Masking Die Cuts, Paint Finishing/repairing Paste, Pads; Oils, Chemicals; Cutting/Hand Tools, Pneumatic Tools/Bits/Sockets, Jigs & Fixtures, Die Parts; Crates, Packing Material, Stationery; HSD, Propane, M/c & Utility Spares for Press Shop, Weld Shop, Molding Shop, Paint Shop, Machine Shop, Engine Assy, Final Assy, Q.C., Maintenance, PPC, SPD, Dispatch.
  + Imports – HDPE, ABS, Cutting Tools, Oils & Chemicals, Die & Die Parts, Spares etc
  + Budget - Making Yearly & Monthly Budget; Expense Comparison of Budget Vs Actual; Part of CFT for Controlling Consumables Cost; Involved with Prod Engg & Maintenance for Capital Purchase.
  + Vendor Base – 400 vendors (including 70 vendors for RM & Consumables) to ensure material availability, in line with production plan & inventory norms.

**PAST EXPERIENCE (IV)**

* Organization : **FCC Rico Ltd.,** IMT Manesar, Gurgaon.
* FCC Rico : Manufacturer of Two/Four Wheeler Clutch Assy; JV of Rico India & FCC Japan for

HHML, HMSI, HSCI, SMIPL, BAJAJ, and YAMAHA

ISO/TS 16949:2002, ISO 14001 & OHSAS 18001 certified company

* Duration : From Feb 2002 to Sep 2005 (3 Years, 8 Months)
* Designation : Engineer - Materials
* Position : MD – Purchase Head – Myself – 01 Field Boy
* Responsibility :
  + Planning, Procurement & Cost Reduction of Consumables, Cutting Tools & Spares, Oils, Chemicals, Stationery.
  + Procurement of Capital M/c, Tools, Mechanical & Electrical Items, Jigs Fixtures, Dispatch Trolley & Fabricated Crates, Utilities, Measuring Instruments, Calibration & A.M.C. jobs.
  + Planning, Scheduling & Procurement of Clutch Assembly BOP’s of Casting, Sheet Metal, Rubber Parts, Fasteners as per Inventory & Quality Norms.
  + Involved in Making Business Plan, Vendor Performance Evaluation, Negotiation with vendors for Price & Terms, Finalization of stocking policy & Fixing Re-order Levels
  + Procurement & Installation of Capital M/c, Molding Dies, Raw Material, Handling Equipments, Fixtures for New Projects of making In-House C.F.D. & Clutch Plates.

**PAST EXPERIENCE (V)**

* Organization : **Lakshmi Precision Screws Ltd.**, Plant-II, Rohtak.
* LPS : Manufacturer/Exporter of Fasteners & Automobile Parts; Importer/Exporter in

Collaboration of Bossard, Switzerland; India’s sole distributor of Recoil, Australia

QS: 9000, ISO/TS 16949:2000 and ISO: 14001 certified company

* Duration : From Oct 1998 to Jan 2002 (3 Years, 4 Months)
* Designation : Joined as Trainee & promoted to Supervisor Purchase
* Position : CMD – AGM Materials – Manager Purchase – Myself
* Responsibility :
  + Planning & Procurement - Consumables, Packing Material, Oils, Chemicals, Cutting Tools.
  + Procurement - Mechanical items, Hand Tools, Machine attachments, Gauges, Utilities, Measuring Instruments, Repairing and Calibration Jobs etc.
  + Prepare & Issue of Purchase Orders; Follow up for delivery.
  + Vendor Rating and Documentation & Implementation as per Quality Standards
  + Involved in making Master Data for ERP (SAP) System

**PERSONAL DETAILS**

Father’s Name : Late Sh. Prem Chand Garg

Born On : 08TH May 1979

Marital Status / Sex : Married / Male

Nationality : Indian

Language Known : Hindi & English

Permanent Address : 2320/26, Aggarwal Street, Mal Godown Road, Rohtak-122001, Haryana

Interests / Activities : Music, Watching Games / Movies, Astrology

Current Salary : Rs.13.90 Lacs per Annum

Notice Period : 03 Months

Place:

Date:

( DHIRAJ GARG )