**GURSHARAN SINGH**

**Bachelor of Technology in Electronics & Communication Engineering**

**Current Employer: HPCL-MITTAL ENERGY LIMITED**

**Current Designation: Procurement Buyer**

**Email Id: -** [gursharan.singh11@yahoo.com](mailto:gursharan.singh11@yahoo.com)

[sunnydasailor@gamil.com](mailto:sunnydasailor@gamil.com)

**Mob No.:- 9953768112**

***Career Objective***

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

***Work Experience:***

4 year and 02 months*.*

***Work Organization :***

I am currently working as designation of procurement officer in HPCL-Mittal Energy Limited which is joint venture between HPCL (Hindustan Petroleum Corporation Limited) and MIL (Mittal Energy Limited, Singapore).

***Summary***

* Over 4 year and 2 months of experience in Procurement.
* Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure.
* Responsivity of Fully Computerized & ERP Procurement. Screening of Requisitions Prior to Forwarding for Procurement. Maintaining all Procurement Documents.
* Materials Management, Purchase Requisition &Purchase order work under based on SAP and is prepared in SAP MM R3. Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility.
* RFX sent to vendors through SAP SRM.
* New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery.
* Insightful understanding of business processes, analysing requirement, implementing SAP ERP system.

***Skill Sets***

* Procurement of Material.
* SAP SRM.
* Material Management.
* Comparative Statement.
* Reverse Auction.
* Inviting Offers and keeping the vendor follow ups.
* Negotiation with vendors through E-mails or E-Auction.
* Vendor Management

***Technical Skills***

* One year Diploma in Computer Application.
* Microsoft Word, Excel & Power Point.
* Internet.
* SAP MM

***Professional Experience :***

***Job Profile in HPCL- Mittal Energy Limited*** as a Procurement Buyer

Duration: June- 2017 to Till.

* Procurement of Mechanical and machinery spare parts for GGGR- Refinery Bathinda Site.
* Procurement of Electrical spares for PP (Polypropylene and BSVI (Bharat Stage VI Quality Fuel) project.
* Creating RFQ, RFX, LOA for material procurement as per PR (Purchase Requisition).
* Follow up with vendors for submission of price bid and technical offer as per end users requirement.
* Purchase of Consumable as well as Non consumables Items.
* Update Vendor data for future procurement.
* Price negotiations.
* Purchase Order Processing on SAP.
* Raising Service order and Work Order on SAP.
* Raising ARC on SAP for further process .
* Creating RFX on SRM online portal
* Follow up with EIL (Engineers India Limited) for MR related query.

***Job Profile in BSES*** ***Rajdhani Power Limited*** as a Graduate Engineer Trainee (GET)

Duration : February 2015 to May 2017.

* Dealing with Electrical vendors for Electrical related procurement.
* Taking care of all Electrical material related purchases.
* Doing end to end procurement cycle activity.
* Approval of purchase request and creation of PO in the SAP system.
* Co-ordination with user for related procurement.
* Maintaining all procurement related data.

***Key Result Area***

**Materials Management:** Procurement of all kinds of Material (Electrical & Mechanical).

**In Electrical:** All types of Electrical (Transformers, Panels, RMU, etc.) and also consumables material of Project.

**In Mechanical Spares:** All types of Spares for Switchgear, Transformer Repairs & Relays.

**Purchase order** work under based on SAP and **Purchase Order** is prepared in SAP MM.

**Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility:** New Vendor Development, Price Negotiation with vendor, PO releases, Material Delivery and Payment etc.

**Warehouse:** Responsible to issue Material Dispatch Clearance Certificate.

***Academic Qualifications***

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| --- | --- | --- | --- |
| **Examination** | **Board/University** | **Year of Passing** | **School/College** |
| B.Tech | Maharishi Dayanand University | 2009-2013 | Delhi Inistitute Of Technolgy And Management(DITM),Gannaur(Sonipat) |
| XII | C.B.S.E | 2009 | GHPS, Nanak Piao |
| X | C.B.S.E | 2005 | GHPS, Nanak Piao |

***Training Details***

* Six months industrial training from BEL, Ghaziabad, on the project of 3D LOW LEVEL ASLESHARADAR on subpart of STATUS MONITORING CARD (SMC). (04th FEB-27th JULY, 2013).
* Six weeks training on Basic Concept of Maintenance & Operation of CNC MACHINES.

(15th JUNE-28th JULY, 2011).

***Activities of Interest***

* Gyming
* Camping, Rafting.
* Listening Music.

***Personal Details***

Father’s Name : Tajinder Singh

Date of Birth : 01/11/1989

Address : 1791/133 Shanti Nagar, Tri Nagar, New Delhi-110035

Gender : Male

Nationality : Indian

Languages known : English, Hindi, Punjabi.

***Personal Dossier***

I hereby declare that all above statements made by me are true and complete to the best of my knowledge.

**(Gursharan Singh)**