**CURRICULUM VITAE**

**Subodh Kant Vats**

**Mobile: +91 8287011164**

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**CAREER OBJECTIVE**

To work in a team that believes to work in a challenging and dynamic environment, to keep adding value to myself and simultaneously contribute to the growth and success of the organization.

**SNAPSHOT:**

* *Merino industries Ltd.(Oct-2018to present)*

Job Profile**: Sr. engineer (SCM) deptt.**

Job Description **:**  As a primarily , my responsibility had been to arrange company requirements from different resources and follow up with Vendors, including evaluating vendors, negotiating and preparing contracts and preparing reports also etc..

* *Laxmi Remote (India) Pvt. Ltd.(Feb-2016to oct-2018)*

Job Profile**: Purchase Engineer (Purchase Dept.)**

Job Description **:** As a primarily , my responsibility had been to arrange company requirements from different resources and follow up with Vendors, etc..

* **GSC Glass Ltd.** (May-2013 to Feb-2016)

Job Profile**: Senior Executive (Purchase & Store Dept.)**

Job Description **:** As a primarily , my responsibility had been to arrange company requirements from different resources and follow up with Vendors, etc..

* **L.G. Electronics. Ltd.** (July-12 to January-13**)**

Job Profile **: Supervisor(**Service Engineers)

Job Description **:** As a primarily my responsibility had been to plan work for service engineers as

per requirement..

**RESPONSIBILITIES:**

* Coordinate purchasing activities with manufacturing, planning and engineering departments to acquire inventory in a cost effective timely manner.
* Request quotes as directed to appropriate suppliers.
* Contact vendors to make sure that materials, supplies and equipment are shipped delivered on promised dates. Follow Up with vendors for pending orders.
* Review and process purchase requisitions purchase change orders.
* Maintain records of purchases, shipments, damaged goods, and other related items.
* Manage inventory levels to production/rd schedules
* PRQ to P.O Conversion.
* Expertise in consumable purchasing.
* Making various reports, dashboard.
* Vendor Development.
* Procurement of electrical and mechanical items ( electrical cables, drives, control panels, bearings, fittings like valves, elbows & Motors, pumps etc.)
* Procurement of project related and capx items like boilers, turbines, metal sheets and pipes, forklifts and spares.

#### TRAININGS & CERTIFICATIONS:

* Certificate course in Auto Cadd From CADD Centre, A.B.E.S. Ghaziabad.
* Production Dept. in Yamaha India Motors Ltd.
* Coal Handling Plant in NTPC, Dadri .

#### PROFESSIONAL QUALIFICATION:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam** | **Institute** | **Board / University** | **Month, Year of passing** | **% / CGPA** |
| B.Tech (M.E.) | Vishveshwarya Institute of Engg. & Technology | U.P.T.U.  University | June-2012 | 63.40% |
| H. S. C. | M.D.H.S. School, | UP Board Allahabad | June-2007 | 53.00% |
| S. S. C. | MihirBhoj Inter College, | UP Board Allahabad | May-2005 | 59.00% |

#### TECHNICAL SKILLS:

1:-Tally ERP 9

2:-Open ERP 9

3:-Internet Applications

4:-MS Office (MS Excel, MS Word, MS PowerPoint, & MS Outlook.

5-Stock Report, MIS.

#### SOFT SKILLS:

**1:**Good Communication skills (Verbal and Written).

**2:** Have Good Presentation Skills.

**3:** Good Leadership Skills.

**4:** Excellent Interpersonal Skills – comfortable working in a team.

**5:** Willing to learn and adapt to new challenges and opportunities.

#### PERSONAL DETAILS:

Date of Birth **:** 03 Sept. 1990

Gender **:** Male

Father’s name **:**Umesh Chand Vats.

Maretial Status **:** Single

Languages Known **:** English, Hindi

Mobile **:** +91-8287011164.

Hobbies **:** Surfing internet for learning about technologies, listening to music and watching cricket.

Permanent Address **:** G-101, Gangotri Block, AnandAshrya, Sec-P3, Gr.Noida (U.P.).

#### DECLARATION:

I am Subodh Kant Vats solemnly declare that the information given above are all true to the best of my knowledge & belief.

**Date.**

**Location: Gr.Noida Subodh Kant Vats**