**RAGHVENDRA SINGH**

Mob: 08273618467

E-Mail: mr.sraghav@rediffmail.com

**OBJECTIVE**

A challenging and growth oriented position in a progressive company, where I contribute to the organization's success with my financial expertise & through my innovative ideas and desire to achieve excellence.

**SUMMARY**

Over 3.8 years of experience in Procurement.

Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure.

Responsibilities of Fully Computerized & SAP & ERP Procurement. Screening of Requisitions Prior to Forwarding for Procurement In-charge. Material Procurement Receipts, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.

Materials Management, Purchase order work under based on oracle and online Purchase Order is prepared in Oracle System 11-i, Reconciliation vendor Statement with Oracle System & Manual. Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility.

New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.

**SKILL SETS**

Procurement of Material

Material Management

Billing

Comparative Statement

Budgeting

Documentation

Negotiation with vendors

Vendor Management

Cost Reduction

Cost Control

**TECHNICAL SKILLS**

SAP in MM Module

Microsoft Word.

Microsoft Excel.

Power point.

Internet.

3 Month training in CNC Lathe programming in NSIC

3 Moth CAD training in NSIC

**PROFESSIONAL EXPERIENCE**

**Company:** JINDAL BUILDSYS PVT LTD. Since 1feb '2014 to 4 sept 2016.

Multicolor steel India Pvt Ltd. Since 5 Sept 2016 to till date.

**Project:** DELHI METRO RAILWAY CORPORATION.

Responsibilities of Fully Computerized & SAP Procurement.

Screening of Requisitions Prior to Forwarding for procurement In-charge.

Procurement of Material, Physical Inspection, Stocking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.

**KEY RESULT AREAS**

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

**In Civil:** Procurement of RMC, Shuttering, Grouting Material, Epoxy Grout, Admixture, Curing Compounds, Sand, Aggregate, Cement, Anchor Bolt, TMT Bar, MS Bar, Nails Binding Wire, water proofing compound, Antifungal Paint, Bricks.

**In Mechanical:** HT & MS Plate, Angle, Channel, ISMB, PPGL, PPGI, GP Coils All types of Fittings (Elbow, Coupling, Valve, Flanges,) Pipe, Piping Material, Hardware, Fasteners, Wiremesh, Glasswool Insulation, Rockwool Insulation etc.

**In Electrical:** All types of Electrical and also consumables material of Project.

**Purchase order** Purchase Order is prepared in SAP system, Reconciliation vendor Statement with SAP System.

**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.

**Budgeting:** Monthly Budget is prepared as per the requirement of Project (At Site).

**Logistics:** Looking for entire logistics Operation.

**Warehouse:** Responsible for entire warehouse & secondary manpower.

**Supply Chain:** Handing independently entire supply chain process inbound & outbound.

**PROJECTS UNDERTAKEN**

**Title:** Isuzu Motors  
**Client:** Shapoorji and Pallonji   
  
**Responsibilities**

Responsibilities of Fully Computerized & SAP Procurement Purchase Order is prepared in SAP Screening of Requisitions Prior to Forwarding for procurement In-charge. Procurement of all kind of material Procurement Receipts, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.

Reconciliation of vendor Statement with SAP. Analysis of Vendor Performance & Price Variance.

Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.

Procurement of all kind of material (Civil, Mechanical, & Electrical).

Material Management. Planning for daily consumables material for next one month. Billing status. Making the comparative statement.

Ensure the quality & quantity of material purchase at site.

Creating different reports as required by Management.

Negotiating with the vendors for Rate, Delivery and Payment Terms.

Expediting with vendors as well as our H.O.

Budgeting, Monthly Budget is prepared as per the requirement of Project (At Site).

**Title:** MINDA  
**Client:** MINDA GROUP  
  
**Title:** Maruti Suzuki India Pvt Ltd  
**Client:** SMCC Construction India Ltd.

**Title:** India Japan Lighting

**Client:** Takenaka India Pvt Ltd

**Title:** Daikin India Pvt Ltd  
**Client:** YKK

**ACHIEVEMENTS**

Training of PMIC (Production Management and Inventory control).

**ACADEMIC QUALIFICATIONS**

B - Tech (Mechanical Engineering) from UPTU.

Diploma in Engineering (Mechanical Engineering) from MANAV BHARTI UNIVERSITY.

**PERSONAL DETAILS**

**Date of Birth:** 06 April 1994.  
**Address:** Vijay Nagar Ghaziabad (U.P.) (201009) India.  
**Languages Known:** Hindi, English, Punjabi