**Amit Rana**

**Sr. Purchase Executive**

**Mob.-+91-9599240496,**

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**Applied for**- Purchase Associates or Asst. Manager.

**Career Objective**: To work in an organization which utilizes my skills in an effective manner and where my knowledge and technical skills come into play for the growth of the organization.

**Experience:**

**Currently working with Orange Renewable Power Pvt. Ltd.-**

**Orange Renewable Power Pvt. Ltd.** is a solar power developer company has installed 140 MW solar energy power plant and 570 MW wind power plant in India.

**Work Function:**

Procurement:

* A part of complete projects budgeting of 100 MW Maharashtra & 40 MW Gujarat projects.
* Coordinate with site team for project requirements and centrally manage them within TAT.
* Work collaboratively with the management and design team to coordinate supplier selection, credit and terms, track supplier performance standards, and conduct ongoing evaluation.
* Conduct research via the Internet, catalogues, trade publications, and trade shows to identify potential suppliers.
* Interview prospective suppliers either face-to-face or over the phone to determine prices, discounts, terms, etc.
* Create spreadsheets with vendor & product or service comparisons of prospective suppliers to support management decisions.
* Prepare, maintain and review purchasing files and records, price lists, the status of requisitions, contracts and orders, locate suppliers, approve bills for payment, monitor subcontractor
* performance, calculate the cost of orders, ensure invoices are charged to the appropriate accounts, and monitor inventory transfer forms for bookkeeping records.
* Develop plans for the effective organization and temporary storage of project materials and general inventories at various company and/or independent warehouse locations. Ensure maintenance of accurate records for all stored materials, and the safe, secure and orderly upkeep of company warehouses.
* Prepare and communicate to the Sales, Design and Construction teams – product availability, lead times, and cost roadmaps for key materials. Monitor and support returns, damage replacements, and warranty claims.

**Last employment was with from Aakash Educational Services Private Limited (Sept. 2016 to Dec. 2016).**

Aakash Educational Services Pvt. Ltd. comes from educational sector and having more than 120 branches on pan India. Here I was the part of procurement team to procure the all required items and services to open the 20 new centres in different locations of India.

**Last employment was with Delhivery Pvt. Ltd. from (Aug 2015 to Aug 2016).**

Delhivery is enabling E-commerce companies, provider logistics & warehouse services to E-commerce in Pan India even has started services in U.A.E. also, Delhivery has it’s more than 800 centers (DC, DPC, FC, PC, Hub & Gateway) in Pan India with more than 15000 employees.

**Work Function** –

Procurement - Get the requisition from our pan India locations & get approval from authorized persons then make a pattern & fulfil the requirements in time.

* Create and Issue PO : (Oracle Functioning with Complete SCM)
* Collate quotations : (Minimum Three acc. To ISO 9001:2008 Standard)
* Contract maintenance : (AMC, Lease Line & Broad Band, Housekeeping services, Non-Disclosure agreements & others Opex expenditures of Organization).
* Supplier performance management : (on basis of Sample & delivered material).
* Coordinate with Accounts Payable team : (Provision & timely submission of invoices and divide the whole expenditure in Opex & Capex expenditures).
* Vendor Development : (develop the vendor on behalf of price, delivery, quality & co-ordination)
* Negotiation : Commercial & Technical.
* Follow-up with the vendor for in-time delivery.

Work Achievements: I performed a very important role in ISO Audit 9001:2008 & 9001:2015 for our Organization, prepared procurement deptt. Doc’s & ISO pattern wise doc’s filing, still I have faced the Stage 1(Quality Policy Manual, Process Documents & SOP's. Also, other documents such as Responsibility Matrix, Competence Matrix, Record Matrix & Formats without any NC. & stage 2 (Detailed Audit for all Departments covered in Scope of Certification in compliance to ISO 9001:2008 Certification requirements (Documents & ISO Clauses), Audit Report shared to MR on 3 categories namely Minor NC's, Major NC's & Observations.

Last **Allied Hunt.com (E-Commerce)**, with the designation Of a Team Leader from **Feb 2014 to April 2015**. Alliedhunt.com is a newly start-up E-commerce company in January 2014, which deal in Industrial assets.

Find out the Vendor or Supplier & assessment through E-RFX (RFI, RFP, RFQ with catalogues). Request for the catalogue for uploading the products, understand the catalogue through the suppliers or vendor & guide the data uploading team with MOQ for uploading on site.

Make the Source for every category or sub-category as like office supply, tools & hardware, security, electrical, safety shoes, Test & measure, Pump, Abrasives & welding.

Find out the vendor or suppliers for the maximum products or brands on the Board.

Work Achievements: make more than 700 vendors on board in a year.

**Academic Record:**

**Professional Qualification**:

Completed Bachelor of Engineering from Bhutta College of Eng. & Tech, Ludhiana, affiliated to PTU Punjab with specialization in Mechanical Engineering (2007-2011) (Current Average: 66 %).

**Educational Qualifications:**

* Higher Secondary Certificate from Bhaila Inter College Bhaila, Deoband, U.P Board in 2004
* High School Certificate from Janta Higher Senior Secondary School, Deoband, U.P Board in 2002.

**Technical Skill Set :**

Oracle R12 (P.O Generation, GRN, Reports)

Ms Office.

**Achievements:**

* Completed all tasks successfully to complete the projects within time.
* Get the best work compliments and reward from my boss in every company.
* Best performer of Procurement Team for the 4 months – mail compliments.

**Personal Details:**

Father’s name : Mr. Yash Pal Singh

Date of Birth : 29 Jan 1989

Gender : Male

Language Known : Hindi, English

Strengths : Consistency, Reliability & Adaptable to any environment

Hobbies : Listening to music, Watching T.V., Cooking

**Declaration:** I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 02.04.2018 Place: H. No.-084 Dwarka Sector 7 New Delhi **Amit Rana**