*Shashi Dhar Giri*

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Summary

* Overall **4** years of experience, working as a **Purchase Engineer**.
* Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure.
* Responsibilities of Fully Computerized & 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, Reconciliation vendor Statement with Oracle System & Manual. Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility.
* PO releasing, Material Delivery and Payment etc.

Technical Skills:

* Oracle12-i version.
* Microsoft Excel.
* Power point.

**Purchase Skills:**

* Procurement of Material
* Material Management
* Expediting
* Billing
* Comparative Statement
* Budgeting
* Documentation
* Negotiation with vendors
* Vendor Management

Summary of Work Experience:

* **C&S Electric Ltd** –**April, 2015** to **September, 2016** as **Production and QA (Asst. Engineer).**
* **September, 2016** to till date as **Purchase Engineer.**

**Company Profile:**

**1. C&S Electric Ltd**.is an ISO 9001:2015 certified leading electrical equipment manufacturing Company having annual turnover around 1500 crores. India’s largest exporter of industrial switchgear and wide range of electrical & electronic products for the application in power generation, distribution, control & protection.

* C&S employs over 3000 people including 400 engineers, and has 16 state-of-the art manufacturing plants. It has 22 sales offices across India and its products are exported to 73 countries. C&S Electric also have several joint venture companies and a 100% owned subsidiary,

Training Attended:

* Four week summer training at 132KV Substation Jigna Mirzapur, Uttar Pradesh Power Transmission Co.Ltd.

**Academic Records:**

* Three year Diploma in Polytechnic (Electrical Engineering) from B.T.E Lucknow in 2014 with 72.23%.

Current Roles & Responsibilities:

Roles: Engineer, Purchase

**Responsibilities:**

* Responsibilities of Fully Computerized & ERP Procurement based on oracle and online Purchase Order is prepared in Oracle System 12-i. 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.
* Releasing purchase order to local & import supplier according to monthly plan & average monthly consumption & user requirement.
* Procurement planning of import & local raw material, component & consumable items.
* Releasing of Schedule for raw materials & child parts to vendors.
* Releasing monthly & weekly production plan to assy line based on customer priority.
* Strong follow up with local & import vendors for raw material, child parts & consumable item shortages.
* Co-ordination with Stores for the issuance of components to outside secondary processing like Electroplating, cleaning & moulding, & also follow up with vendors for urgent items.
* Arranging Quotation from Supplier for new items development, capital items and consumable materials.
* Price comparison & negotiation with vendor.
* Co-ordination with Q/A for quality issues.
* Co-ordination with marketing for customer priority, urgent customer order & customer forecast for advance procurement planning.
* Estimation and negotiation of job work charges for secondary processing.
* New vendor development,
* Maintaining Minimum Inventory without any line stoppage.
* Maintain all purchase related documents like VQR, supplier action plan, supplier audit sheet, cost saving data, Monthly purchase data & making monthly MIS report.

Carrier Objective:

To work in an intellectual environment, that demands analytical skills, communication skills, which would help me, develop technical competence, learn and apply new technologies with a strong focus on leadership qualities.

Personal Strengths:  
 - Problem solving abilities.  
 - Excellent Verbal & Written Communication Skills.   
 - Ability to deal with people diplomatically.   
 - Team facilitator   
 - Innovative  
 - Sound Judgment   
 - Decision Making Skills

Competencies include:  
 - Strategic Planning  
 - Material Requirement Planning  
 - Demand supply planning  
 - Inventory control

Personal Information:

Name : Shashi Dhar Giri

Date of Birth : 27.07.1992

Father’s Name : Mr. Brijendra Giri

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Hindu

Hobby : Browsing Internet, Reading & Writing

Language : English and Hindi

**I hereby declare that the information given by me is true to the best of my knowledge.**

**Date .../../…. / Signatures**