**VINEET KUMAR**

**E-mail:** vineetsingh115@gmail.com

09717764889

<https://www.linkedin.com/in/vineet-singh-42b69293/>

**CAREER OBEJECTIVE**

To associated with the best so as to achieve high levels of professional competence and make significant contribution towards the growth of the organization with a welcome attitude to gain skills and knowledge in new areas.

**SYNOPSIS**

* Professional with over 4yrs 9 monthsexperience in Procurement & sourcing strategy, vendor development & negotiations, vendor performance assessment, price benchmarking, post order monitoring etc., and extensive experience in the processing of Inquiry, RFQ, GRN, MIRO & MIS, DPR.

**PROFESSIONAL EXPERIENCE**

* *Assistant Manager –Procurement*–**Claro Energy Pvt. Ltd .,**(Jan’2014 to till the date)

**KEY RESULT AREA**

**Procurement** / **Materials Management, Inventory Management, Techno-Commercial, Logistics:**

**Electrical**- Solar Light, Solar Fan, Solar Home Light, Solar Battery, Solar Panels, Solar VFDs, Earthingmaterials (Copper, GI-MS strips & compounds), Lightning Arrestor,wire-cables& consumables/spares , Industrial safety items & PPE’s for projects/operational units.

**Civil**- Procurement of steel structure, consumables, hire of contractors. equipments/machineries etc.

**Mechanical**- Solar Motors, Fittings, Pipe, Piping Material, Stud Bolt, Fasteners etc.

* Receiving Quotations from suppliers or main producers & preparing comparative note as per indent and specification, Negotiating, Finalizing the best price to all terms & conditions and release of PO’
* Development of vendor relationship for cost efficient and timely supply of materials, Cost reduction through development of alternate vendor & OEM,
* Developments of alternative local sources for project/imported materials which helps in cost saving, RFQ through email, fax and Global sourcing.
* Managing inbound logistics and freight contract negotiations at factory level, disposal of rejections and scrap along with documentation.
* Contract Drafting and execution (Purchase cum Service Orders). Follow-up with the vendors for ABG &amp; PBG.
* Follow up for release the advance payment if required & expedite the production or supply or delivery as requirement/schedule projects.
* Evaluating & calculating the costs, analysis, and estimation & ensuring cost effective procurement for the BU & EPC Projects. Evaluate quotes to get the best price, shorten delivery / lead time, Control the freight. Evaluate the prices and the past performance of each and every contract and to approve price differences.

**MIS & Vendor Management**

* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them
* Effective management of vendor database & Development of new vendors, Timely clearance of payments & handling vendor inquiries.
* MIS of billing, Invoicing for purpose of vendor reconciliation.
* Running programmes to evaluate vendors based on the feedback from internal stake holders.
* Developing reports on various programmes run for vendor development for top management.
* MIS of billing, Invoicing for purpose of vendor reconciliation.
* Outstanding of vendor, Supplier, customer, EPC contractors, Keeping records of vendor/customers financial profiles to provide the management.

**Projects Handled**

* Currently working on MPUVN project in that providing complete irrigation solution to 3300 Farmers and the capacity of project is 128Cr.
* Jointly handled Maharashtra State Development Agency (MEDA) with Gannon Dunkerley&amp; Co.

Ltd: Government Project of 65cr for installing 1041 nos. 5 HP &amp; 7.5 HP AC submersible solar pumps for irrigation.

* Odisha Renewable Energy Development Agency (OREDA): Government Projects of 25.58 Cr for installing 1HP solar water Systems for Drinking water Application.
* Uttar Pradesh New &amp; Renewable Energy Development Agency (UPNEDA): Government Projects of 42.61 Cr for installed 1300 nos. 3HP DC Submersible in 2015 &300 nos. 2AC Surface Pumps in 2016 for irrigation.
* Bihar Renewable Energy Development Agency (BREDA): Government Project of 28.8 Cr for installing 2HP & 3HP solar water pumping Systems for Irrigation Application.
* Eastern Power Distribution Company of Andhra Pradesh Limited: Government Project of 2.8 Cr Installed 76 nos. 5HP AC Submersiblepumps for irrigation 2015.
* Chhattisgarh Renewable Energy Development Agency (CREDA): Government Projects of 2.2 Cr for installing 1HP solar water Systems for Drinking water Application.

**Training**- 30days summer Training at SKH Metals Ltd. Gurgaon. Haryana on Car Fuel Tank Assembly line.

**ACADEMICS**

* Bachelor’s Degree in Engineering (B.Tech– Mechanical) from Rajasthan TechnicalUniversity, (2013)
* 12th Science from CBSE, New Delhi(2009)
* 10th from, BSEB, Patna (2005).

**Achievements**

* Employee of the year 2014-15
* Three continuous promotions in three years.
* Heading the all testing of the solar pumping systems.
* Single handedly oversees procurement department for 6 months.

**IT SKILLS**

* ERP – SAP( MM Module), MS Excel, MS Word & Power Point, Software Installation & maintenance of PC.

**PERSONAL DETAILS**

Father’s Name : Mr Kameshwar Singh

Date of Birth : 30th August 1990

Religion : Hindu

Marital Status : Unmarried

Residential Address : Plot No: 58 &amp; 59, NidhiVihar,DwarkaMor, New Delhi,Pin: 110059.

Permanent Address : Same as above.

Language Known : English, and Hindi

Declaration: - I, Vineet Kumar do here by declare that all the information given by me are best to my Knowledge.

Place: New Delhi (Vineet Kumar)

Date: 6/10/2018