**CURRICULUM VITAE**

**NISHANT B MAJMUDAR**

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Address :- C- 45, Rudrax Residency, Nr. Vaishnav park,

Opp. M.M.Vora showroom, Kapurai, Vadodara, Gujarat.

**Objective:**

To associate with an organization which progresses dynamically & gives me chance to update my knowledge and enhance my skills in the state of the new technologies & be apart of the team that excels in work towards the development of the organization. Seek to contribute in challenging work environment demanding Techno commercial knowledge, internal customer focus and vendor development.

**Willing to Travel : Yes, 25-50%**

**Willing to Relocate: Yes**

**EDUCATION QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Board/Institute** | **Year of Passing** | **Percentage (%)** |
| **S.S.C** | **G.S.E.B.** | **MARCH-97** | **63** |
| **H.S.C** | **G.S.E.B.** | **MARCH-02** | **71** |
| **Diploma Mechanical** | **M.S.U.** | **DECEMBER-06** | **62** |

**Computer Knowledge:**

1. Working knowledge of SAP(MM Module), ERP, Oracle, Share Point.
2. Enough knowledge of MS Office.
3. Auto Cad

**JOB EXPERIENCE:**

1. I have worked in, **BANCO PRODUCTS LTD.** as a Purchase Executive. (From Aug.’03 to Feb’07)
2. I have worked in, **FLEXICAN BELLOWS & HOSES PVT. LTD.** as a Purchase Engineer. (From Mar.’07 to Aug.’11)
3. I have worked in, **MAHINDRA GUJARAT TRACTOR LTD.** as an Asst. Manager Purchase. (From Sep.’11 to June’13)
4. Presently, I am serving in **PRATHAM ENTERPRISE.** as a Sr. Executive Purchase. (From July ’13)

**Key Responsibilities of Purchase Handled:**

* Having an experience of procuring Capital Items, Raw Material, Consumables, Pipe & fittings, Structural Steel, Construction Material, Packing Material, Switchgear items, Abrasive, Spares, Cutting tools etc.(i.e. Non production items)
* High levels of integrity & professionalism in transactions & conduct with suppliers.
* Responsible Preparation & Execution of purchase order, AMC, ARC and sending the same to suppliers & sub contractors.
* Experienced in Ensuring timely supply of Materials Tools, Instruments in line with shift wise production schedule.
* Experienced in Department Coordination & Inter Departmental Relations.
* Coordinating with production planning to meet customer priorities.
* Selection of appropriate supplier and negotiating with supplier and strong knowledge in new supplier searching Create adequate source & Supplier identification based on criteria like Quality, Payment terms, Lead time, Sourced-on time delivery, Productivity, Price adjustment, Agility etc.
* Development of new & existing components with the new suppliers to avail the benefits to organization and experienced in Localization of Components.(i.e. Vendor Development)
* Releasing monthly schedules, Procurement of Materials, Spares & Consumables.
* Monthly planning for sub-contract operations as per production schedule and Ensure the Availability of Raw Material in time to production.
* Managing logistics functions, negotiating with transporters & clearing agents for cost effective transport solutions & clearances.
* Interaction with the factory stores in charge and collecting indent time to time as per requirement.
* Interaction with our factory maintenance manager and collecting indent as per their requirement.
* Interaction with our Quality control, R&D manager and collecting Indent as per their requirement.
* Collecting quotations from various vendors and negotiating the prices and other terms & conditions.
* Preparing the comparative chart for each & every materials.
* Finalizing the rate and quantity with HOD and getting approval time to time.
* Follow up the material vigorously with the suppliers to ensure the dispatch on time for production.
* Interaction with, Finance & Accounts Dept release the payment to the vendors as per supply terms.
* In case if any rejection materials from stores interaction with quality control dept get the report and send back to the vendors.
* Ensuring RM scheduling & Systems Adherence & Vendor performance monitoring / delivery.

**Key Responsibilities of Store/Warehouse Handled:**

* Experience managing inventory and coordination of orders and deliveries, with ability to prioritise conflicting demands.
* Ability to create report quickly and maintain positive business relationships with clients and staff, demonstrating dedication to a high standard of customer service.
* Knowledge of various computer programs and technologies to intermediate level including Microsoft Word/Excel/SAP.
* Coordinate incoming and outgoing stock, deliveries and logistics.
* Monitor stock levels and carry out periodic stocktakes.
* Load containers, pallets and trucks for delivery via road and rail to all states.
* Liaise with all parties involved in the domestic movements of stock including transport companies and freight forwarders.
* Complete paperwork for domestic movements.
* Record all stock movement and deliveries in database and prepare regular reports.
* Manage warehouse costing, budgeting and forecasting.

**Personal Details:**

Gender: Male

D.O.B:05/06/1982

Languages Known: Gujarati, English, and Hindi

Present CTC: 4.20 Lacks. P.A

**(Nishant B. Majmudar)**