**Manish Prasad**

**B.tech (Electrical & Electronics Engineering)**

**Address: Mihijam (Jharkhand)**

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# CAREER OBJECTIVE



Seeking a challenging career in an organization, where I can enhance my skills by using my technical knowledge & creativity and help the organization in achieving the goals.

# Professional Experince



**Presently Working in Oiles India Pvt.ltd (Japanese Automotive Company), As an Executive in Purchase Dept, Since -12 April 2013 to till Present.** Basically Oiles India Pvt.ltd Company is Japanese Automotive MNC Company; This Company is worldwide leader of Self Lubrication Bearing having their Manufacturing Base all over World like, India, USA, Canada, Brazil, Thailand, China, Etc.

**Routine job responsbility**



* Purchase Request review in Daily Basis
* Float RFQ and Taking quotation from Competitive Supplier
* Making Purchase Order with various Condition in SAP
* Managing Domestic Suppliers for Procurement of Consumable, Raw Material, Asset, Spare Parts and Electrical and electronic Parts.
* Material Master Generation in SAP.
* Creating Vendor Master in SAP
* Mapping all Tax condition in SAP
* Capture Excise, Maintain Chapter id, Vendor Excise detail in SAP.
* Doing RTV Process through SAP.
* Processing Advanced/Credit Payment through Account dept. After Verification of Proforma Invoice/ Tax invoice/ Modvatable invoice with PO term
* Maintain the Purchase Data Documentation for internal & external Audit
* Negotiation with supplier on the basis of cost calculation /price basis/payment term/delivery date/freight charge.
* Review the purchase Order contracts & AMC
* Maintain QMS as per ISO Required
* Check list for material Receipt document & Co-ordinate with supplier for delivery with Proper document.
* Timely Payment of Supplier and their reconciliation
* Supplier assessment for new supplier.
* Continuously monitoring, evaluating and improving supplier performance.
* Managing the procurement supplier relationship for the company.
* Monitor the Schedule date and follow up the supplier to ensure the same.
* Issue the road permit as per requirement.
* In Case any Variance observed in PO and invoice detail communicates with supplier and asks for their counter measure.
* Prepare a Monthly Purchase detail sheet and Pending Purchase Request sheet.
* Prepare MIS Report in Monthly Basis.
* Follow up with accounts for issuing the C-Form
* Stock Reconciliation through SAP
* Regular plant visit for understanding Priorities, Emergency Requirement Spec Clarification.
* Making Monthly sheet for Tax and Duty Reconciliation through SAP.

Import Purchase Activity



* Making Import Purchase order through SAP.
* Making Tentatively Duty Budget in Excel sheet
* Take follow up with PPC team for Monthly Material schedule.
* Purchase order wise Tracking of Shipment with CHA/Freight Forwarder for timely Shipment & Custom Clearance of Material.
* Verification of Import duty Checklist, Making down payment request for Duty same will get it Authorized & Submit to Accounts dept.
* Follow up with CHA/ Freight forwarder for getting original BOE & Clearing bills in Time.
* Follow-Up for Shipment with CHA/Transporter for better service Level.
* Regular Review the DSR report of Import PO shipment submitted by Freight Forwarder/CHA
* Regular Review the Import Duty status report of CHA
* Verification of Invoices of CHA & freight forwarder for all Import shipment.
* Co-ordinate with DHL Express Courier for urgent shipment to meet emergency requirement.

**Skills Sets**



* + Working Knowledge of SAP with MM Module
  + Procurement of Material
  + Documentation
  + Vendor Development
  + Vendor Negotiation
  + Vendor Evaluation & rating
  + Vendor Audit
  + Vendor Management
  + Knowledge of Import
  + Material Management

**IT Skills**



* SAP MM Module, PP Module, SD Module
* MS Office 2003-07, 2010: Word, Excel, Power Point, MS Access, MS Outlook
* Window XP, Window 2007, Window 2008, Windows Vista

**EDUCATIONAL CREDENTIALS**



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| --- | --- | --- | --- | --- |
| **Course** | **Board** | **School/College** | **Year** | **Percentage/CGPA** |
| B.tech  (EEE) | Autonomous | Dr. MGR University | 2012 | 7.33 (70%) |
| 10th (S.S.C) | JHARKHAND BOARD | G.J High School Godda | 2005 | 68% |
| 12th (H.S.C) | JHARKHAND BOARD | JANJATIA SANDHYA College | 2007 | 55% |

# ACADEMIC ACHIEVEMENTS



* Participated in Entrepreneurship week 2011 Conducted by DR MGR University.
* Participated in National Conference Regarding the Project(soft switch CCM boost Converter with high Voltage and high Power application

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| **Personal Detail**  Name  Current Empolyer  Current CTC  Expected CTC  Notice Period  Relocation  Current Location | :  :  :  :  :  :  : | Manish Prasad  Oiles India Pvt.ltd  4.00Lacks Per/Year  As per Company Norms & Negotiable  1 Month  Any Where in India  Neemrana (Rajasthan) |
| Date of Birth | : | 05th Aug 1990 |
| Father’s Name | : | Mr. Niranjan Prasad |
| Mother's Name | : | Mrs. Anita Prasad |
| Permanent Address | :  : | Mihijam Back Side of Railway Coloney Mihijam (Jharkhand) |
| Nationality | : | Indian |
| Language Known | : | English & Hindi |

# DECLERATION



I hereby declare that all the above information provided is correct to the best of my knowledge.

**Place: - (Manish Prasad)**

**Date:-**