

CURRICULUM VITAE

ABHINAV DWIVEDI

Procurement Executive with 2 + Years' Exp

Mob No- 8305576510

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OBJECTIVE:

To work in an organization where I can showcase my skills and prove myself in all perspective. I will add values to organization with my skills and talent.

EXPERIENCE SUMMARY:

(1) ElasticRun ,PUNE – Central Procurement Operations –(May 2021 to till now)

Elastic Run acts as a distribution arm of fast-moving consumer goods (FMCG) companies, reaching over Kirana stores in rural areas in India through crowdsourced logistics networks which enables e-commerce access to over customers.

Skills: -

Proficiency in Supply Chain management, Material Procurement, Material Management, Inventory Management, Material Ordering, Stock Transfer, E way Bill.

Responsibilities:

- Handling Procurement Operations with FMCG vendors across allocated regions.
- Responsible for Handling respective brands like Pidilite, Johnson & Johnson, SAMRAT NAMKEEN Pvt Ltd etc.
- Preparing Order on the day when the MR has been generated by Sales and Operation team by using VLOOKUP and Pivot Table.
- Sending Same day order to Brand Operations team.
- Chasing with Brand team to get Invoice asap.
- PO creation are been done on real time basis.
- Taking follow up with the brand, depo and Station team that whether the material has reached at the Warehouse or not, if reached then ask to warehouse team to do PR/GRN by EOD.
- Preparing Stock Transfer Entry Documents for Stock Transfers.

(2) Powercon Ventures India Pvt Ltd, PUNE -Procurement & Materials– (March 2020-March 2021)

Powercon Ventures India Pvt Ltd -an Indo German JV with M/s BaxEnergy GmbH, Germany, is the first Multi Brand Wind Asset Management Company in India that provides a complete 360 -degree Operation and Maintenance (O&M) service for Renewable Energy assets with varied makes, models, capacities & technologies.

Skills:

- Proficiency in Supply Chain management, Material Sourcing, Material Management, Inventory Management, Material Ordering, Cost Saving, Store Management, E way Bill.
- Working Knowledge of ERP Next, MS Office, MS Excel etc.

Responsibilities:

- Sourcing the most affordable materials for the company's O&M, manufacturing Process.
- Research and meet with suppliers to compare products, prices and lease terms and make the best

decision for the company.

- To do Plan of material ordering within the Budget sanctioned by controllers, giving justification of all the material orders to the department head, material follow up.
- Responsible for order Placement Timing, Supply /Demand Alignment.
- Vendor Development through Source alternative items, Product and quality improvement.
- As per the Requirement of material float RFQ to relevant suppliers.
- Taking follow up with Supplier for delivery of material within stipulated time.
- Project procurement and order execution of Wind energy, Solar energy.
- Evaluate commercially and prepare the comparative statement.
- Prepare Schedule for the delivery of the material.
- Follow up with the Vendor and transporters for the timely delivery.
- Maintaining documentation for each PO generated, receive quotations, comparative statements, negotiation etc.-
- Preparing Delivery challans for material transfers with all sites

Education



Rajiv Gandhi Proudhyogiki Vishwavidyalaya

B.E, Electrical & Electronics Engineering

2012-2018

SAM College of Engineering & Technology, Bhopal

6.87 CGPA



Board of Secondary Education, Madhya Pradesh ,12 th

Year: 2011 - 2012

Jawahar Public School, Bhopal

54 %



All India Secondary School Examination, 10 th

Year: 2009 - 2010

Mother Teresa Senior Secondary Co-Ed School Bhopal

5.2 CGPA

PERSONAL DETAILS

Name	Abhinav Dwivedi
Address	54 A/134 Near Mata Mandir South T. T Nagar, Bhopal, Madhya Pradesh-462003
Date of Birth	16-08-1994
Contact No	8305576510
Marital Status	Married
Languages Known	English , Hindi

Declaration

I do hereby declare that the above information is true to the best of my knowledge.

Date:

Place:

Abhinav Dwivedi