

RESUME

NAME : - BHAKTI SURTI

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Address : - At vadod gam near lake garden bamroli road bhestan Surat

CAREER OBJECTIVE:

Looking for employment as a Procurement Specialist in order to utilize skills in communication and information processing for the benefit of company.

EDUCATION QUALIFICATION:

DEGREE	COLLEGE/SCHOOL	PASSING YEAR	GRADE
BE (ELECTRICAL)	RNGPIT COLLEGE, BARDOLI	2021	7.94 CPI FIRST CLASS WITH DISTNCTION
MBA (LOGISTIC SUPPLY CHAIN MANAGEMENT)	RNGPIT COLLEGE, BARDOLI	PURSUIING FROM 2023	-

ACADEMIC PROJECT:

- PLC Based Irrigation system
- Underground parking
- Automatic railway crossing System

PROFESSIONAL SKILLS:

- Skilled in inspecting goods, vendors, and negotiating rate
- Expertise in maintaining SAP Excel/Google spreadsheets, and working with supply chain management software(SAP)
- Good relationship with vendors
- Team player capable of quick decision-making with good problem-solving skills Exceptional in negotiation, and strong written and verbal communication skills

- Responsible of the procurement of the all spares and consumable MRP items for the entire plant comprising of high values imported items production essential consumable mechanical chemical safety electrical bearing and general miscellaneous category
- Sound knowledge of organizing E-auctions for all procurements and finalizing of services, rate contracts, scheduling agreements through E auctions.
- Purchase / Materials Management: Formulating and implementing the project procurement strategy by developing modifying strategy for purchase and establishing methods to achieve project targets and resource planning. Accountable for meeting customer orders by designing, implementing and monitoring procurement schedules. Finalizing the specifications of materials, establishing quality & quantity limits for effective inventory control and reducing wastages. Streamlining systems and procedures for effective inventory control for ensuring ready availability of materials to meet production targets
- Preparation OF MIS on daily basis
- All types of Purchase order preparation i.e Service, Supply (domestic/International)
- Substation,EHV line transmission line distribution line, CT PT,Tower and structure , Cables all types of,ACB,VCB,All types of Electrical Engineering material procurement Hardware items Safety material Oils & Stationery items etc . Good knowledge about Spares MRP and services procurement of spares MRP. and services procurement of all types of engineering materials (Electrical ,mechanical ,work shop items, hardware , oils, and also IT spares parts etc)
- Services Purchase order/Work order Transport services/Logistics Machines repairing Plant general Service
- RESPONSIBLE FOR START TO END WHOLE PROCUREMENT PROCESS (PR TO PO , INSPECTION TO COMMISNING & DELIVERY PAYMENT)
- Ledger checking/verify payment in system (vendors),
- Inspection of the Materials according to BOQ
- Order confirmation ,Order closing,
- Audit documentations preparation
- Approved and recommended Vendors master list preparations
- Vendors GST checking
- EPC projects and other work.
- Good knowledge about (SAP)System application programming
- Good knowledge about every T Code Taking action for open purchase requisition
- Good knowledge about rate (quote)comparison
- Good knowledge about Electronics note for approval (ENFA) Maintaining ENFA
- Create purchase order For spares services and MRP(in SAP) scheduling MRP
- Vendor registration vendor selection/Assessment Vendor payment checking
- knowledge about Goods services tax(GST) Negotiating for rate and daily follow up with vendor

- Cost saving
- Inventory checking(Stock checking)
- Daily Follow up for quote ,negotiation and materials dispatch inward
- AMC services (purchase order) Annual contractual terms and conditions

EXPERIENCE:

- **Sterlite power transmission limited silvaasa** **12/10/2021 to 13/10/2022**
Group of Vedanta Company
 Apprentice Supply chain management (Procurement).
- **Transrail lighting limited Silvaasa** **21/10/2022 to 23/09/2023**
 Assistant engineer in purchase department (purchase engineer) supply chain management procurement department.
- **KPI Energy limited Surat (KP group of companies)** **23/10/2023 to PRESENT**
 Purchase executive Supply chain management in purchase executive 23 October 2023

PERSONAL DETAILS:

Date of Birth - 08/07/2000
 Cast - Hindu
 Gender - Female
 Nationality - Indian
 Language Known - Gujarati, English and Hindi (read, write and speak).