



Purchase Executive

KALPESH PATEL

Professional summary

Competent Professional with 5+ years of experience in leading purchase of various project implementations, Engineering, Capital Item, RM & packing material by providing new techniques and ideas. Negotiated with the suppliers to clarify contract, delivery, term of payment and other issues to optimize cost and delivery time and conditions. Experience in forecasting and creating demand plans, getting competitive quotations, Costing, negotiating with suppliers, procuring materials and maintaining minimum inventory level; achieving significant cost savings through innovative solutions. Excellence in budgeting and planning the funds for procurement and sourcing of materials and ensuring optimum utilization of materials & maximum cost savings and meeting anticipatory orders for monthly operations.

Proficient in managing and monitoring receipt of all incoming materials, receiving inspection, issue, stock verification & stock control and identifying surplus & obsolete materials and disposal of scrap. Expertise in preparing commercial comparative statements of vendor offers; negotiating with vendors for better price, quality & delivery and assessing vendors' performance based on quality/ technology improvement rate, timely delivery & credit terms.

Spearheaded various project implementations & packing material by providing new techniques and ideas. Steered full project life cycles & packing materials cycles, which have resulted in more saving for company. Worked on large scale projects consistently delivering these arrangements within time and budget constraints. Liaised with technical and commercial professionals in order to achieve high levels of performance.

Experience

Purchase Executive

October 2022 - Now

Gerresheimer, Neutral Glass & Allied Industries Pvt Ltd. /India, Kosamba, Surat (MNC)

- Purchasing Capital Items, Consumables, Projects, Packing material, ISM Parts, Engineering, Civil Item, RM, Metal, Safety, Lab Items as per requirement and planning.
- Steering market research and collecting information of suppliers for various cross-functional projects to support business goals and objectives.
- Timely updating of Material Master and Vendor Master to keep Data up to date.
- Making Management reports and MIS on Daily, Monthly, Quarterly and Yearly basis.
- Evaluating vendors on a periodic basis and implementing quality process at vendor's shop floor: enabling the vendor to achieve self-certification at vendor premise.
- Monitoring Open POs-PRs, Inventory to maintain cash flow of company.

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Ankleshwar Dist. Bharuch, Gujarat, India.
Pin: - 393001

Education

Master of Business Administration (MBA)

2016 - 2018

ASPEE Institute of Agribusiness Management, NAU, Navsari.
India, Navsari

Score: - 72.40%

Bachelor of Science (B.sc)

2012 - 2016

Mahatma Phule Krishi Vidyapeeth Rahuri
India,

Score; - 67.10%

H.S.C (Science)

2011 - 2012

Maharashtra State Board of Secondary & Higher Secondary Education, Pune
India, Shahada

Score: - 77.20%

S.S.C

2009 - 2010

Maharashtra State Board of Secondary & Higher Secondary Education, Pune
India, Nandurbar

Score: - 78.60%

Skills

Purchasing

Vendor Development & Sourcing

Project Management

Price & contract Negotiation

- Coordinating with Production, Engineering and Store Department for requirements; evaluating suppliers and negotiating on prices and purchase agreements.

- Ensuring goods are delivered as promised that met quality standards, stocked inventory of machines spare parts & equipment, and materials.

- Maintaining records in SAP MM module relating to the materials management, by supplier, department/ discipline, purchase orders and goods requisitions and the stock take records.

- Taking Care of strategic procurement including clearing internal and external Audits & Liaison with finance department for timely payment of bills.

Highlights: -

- Achieved cost reduction by:
 - * Basket Purchase
 - * Purchasing Material on Cost sheet base
 - * Issuing Open PO based on forecast with cancellation window.
 - * By developing capable alternate vendors
- Checked all material with minimum inventory control.
- Extended net payment terms with the supplier base by an average of days
- Ensured smooth movement of stock from the store by taking measures.

Portfolio Item: -

- Consumables, PPE, Metal Items, Civil, Packaging material, Bopp tapes, Plastic shrink roll, Plastic Poly Olefins, Plastic strapping role Etc.
- Machine Spares, OEM Equipment, Capital Purchase, Project Purchase, Commodity Items, Services, AMC

Purchase Officer

July 2018 - October 2022

CPF (India) Pvt Ltd. / India, Surat, Visakhapatnam (MNC)

Key Result Areas:

- Purchasing Packing material, Consumable, IT, Engineering, Safety, Lab items, Rental Vehicles as per production planning.

- Steering market research and collecting information of suppliers for various cross-functional projects to support business goals and objectives.

- Evaluating vendors on a periodic basis and implementing quality & service process at vendor's shop floor; enabling the vendor to achieve self-certification at vendor premises.

- Coordinating with Production and RM Department for requirements evaluating suppliers and negotiating on prices and purchase agreements

- Ensuring goods are delivered as promised that met quality standards; stocked inventory of machines, spare parts, equipment and packing materials.

- Maintaining records in SAP MM module relating to the materials management, by supplier, department/ discipline, purchase orders and goods requisitions and the stock take records.

Highlights: -

- Achieved cost reduction by:
 - * Purchasing material from direct manufacturer
 - * Purchasing Material on Cost sheet base

Problem Solving



Budgeting and Cost Optimization



Physical Inventory Mgmt



Windows Family, SAP, All computer OS, Internet Apps, OP oversea, An-droid



Languages

◆ English ◆ Hindi ◆ Gujarati

◆ Marathi

Courses & Internship

Recipient of certificate for completing a period of two years as N.S.S volunteer from 2013-14 to 2014-15.

2013

MPKV, Rahuri

Actively participated in National seminar on "Role of statistic in research" at Amroli Surat in 2017

2017

NAU, Navsari

Completed online one-month training program conducted by CP Thailand Team on "Sustainability Development" & "Fundamentals of Good Governance."

2021

CP Thailand

Actively participated "First Aid Training & Fire Safety" Approved by DISH, Gujarat Approved Institute.

2023

NGAIL, Kosamba

Summer Internship Project

April 2017 - May 2017

Advance Pesticide Pvt td / India, Navsari

"Awareness of Promotional Activities and Consumer Buying Behavior of PGR Product in Navsari District"

Management Traineeship Project

January 2018 - June 2018

SWAL Corporation Pvt Ltd. / India, Himmatnagar

"Study of Buying Behavior of Pesticide for Groundnut Grower in Sabarkantha and Arvalli District"

- * 6/12- or 3/12-months contract as a volume basis.
- * New developing vendor with developed quality and alternates.

- Checked all material with minimum inventory control.
- Developed & implemented initiatives to streamline the procurement / inventory function
- Extended net payment terms with the supplier base by an average of days
- Ensured smooth movement of stock from the store by taking measures.

Portfolio Item: -

- All type of Packaging material like 3/5 Ply corrugated Boxes, Corrugated sheet, Inner Duplex, Plastic tray, LDPE & HDPE Bags, BOPP trays, Wooden & Plastic Pallets, Woven fabric, Plastic shrink roll, Plastic stretch films, Bopp tapes Etc.
- Machine Spares, IT, OEM Equipment Etc.
- Consumable product, Rental vehicle, metals.

Personal information

- ◆ Full Name: Kalpesh Vijay Patel
- ◆ Date of birth: 1 March 1995
- ◆ Sex: Male
- ◆ Nationality: India
- ◆ E-mail: kvpatel1395@gmail.com, kalpeshpatelcp@gmail.com
- ◆ Phone: 9922045006.

Declaration

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

Date: 21/01/2024

Place: **Ankleshwar**

(KALPESH V PATEL)