

RAJ. INDRAJITSINH. ARVINDSINH

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CAREER OBJECTIVE

To serve an organization with up-most sincerity with the help of my skills, knowledge and learning.
Also to learn and earn more by aligning my goals with the organization's goals.

SYNOPSIS

B.A with economics through out Gujarati medium qualified candidate seeking job in Purchase Ex. sector in an esteemed organization.

EDUCATIONAL DETAILS

SR.N O.	DEGREE	CLASS and Percentage	BOARD/UNIVER SITY	YEAR OF PASSING
1.	B.A with Economics	Pass - 45%	VNSG university Surat	2007
2.	H.S.C.(Commerce)	Second – 55%	GSHSE Gandhinagar	2003
3.	S.S.C.	Second – 53%	GSE Gandhinagar	2000

OTHER ACHIEVEMENTS & KNOWLEDGE

- Received NCC camp certificates in School days till the year 1996-1998
- Sports certificates (Bharuch Dist Cricket) in College days till the year 2003-2007

EXPERIENCE

- Calibre Chemical Pvt Ltd

Saykha GIDC,

Job Exp: March 2024 to....

Procurement & Store Executive

Job Profile:

1. Procurement of all Capex and Opex Items.
2. Daily make a MRN for incoming materials. And MRN send to Account dept of daily basis.
3. Maintain accurate records of inventory levels, stock movements, and usage patterns for maintenance material, spare parts, tools and equipment.

4. Coordinate the procurement process for maintenance supplies, including sourcing suppliers, obtaining price quotes, negotiating contracts and issuing purchase orders.
5. Build and maintain relationships with suppliers and vendors to ensure timely delivery of materials, negotiate favorable terms and pricing and resolve any issue or discrepancies.
6. Monitor inventory levels and reorder points to determine when to replenish stock. Place order for replenishment items in a timely manner to prevent stockouts and delay in maintenance activities.
7. Ensure that maintenance material and supplies are stored, organized and labeled appropriately in the maintenance store or warehouse. Implements proper storage practices to prevent damage, loss or deterioration of inventory items.
8. Inspect incoming material and suppliers for quality, accuracy and compliance with specification. Reject or return defective or non-conforming items and follow up with suppliers as necessary.
9. Receive request for maintenance material and issue them to maintenance technicians or other authorized personnel and needed. Maintain accurate records of material issuance and usage.
10. Generate report on inventory levels, material usage, procurement activities and stock movements. Analyze data to identify trends, track costs and make recommendations for process improvements.
11. Ensure compliance with safety regulations, environmental requirements and company policies related to the storage, handling and disposal of maintenance materials and hazardous substances.

- **Vardhman Acrylics Ltd**

Jaghadia

Job Exp: March, 2019 to March 2024

Purchase – Sr. Associate

Job Profile:

1. Assisting in competitive procurement of all input Regular & projects items in **Power Plant (CPP)** HTDG spares, Air compressor, etc. RO & DM Plant spares, **Electrical Dept** -Cables, Relay, Motors, VFDs, APFC Penal, etc. **Project Items**- Structure steel, pipe & fittings, Equipment (Storage Tanks, Vessels, Heat Exchanger). **Instrument Dept**- Mass Flow Meter Level Indicator, Control Valve, PG, Magnetic Flow Metter,RTD, Thermocouple, CC TV, PLC, SCADA DP Transmitters, etc. & **Mechanical Dept** - Machin spares,pipe fitting, Pumps. **Chemical Div**- As required all spares, all Engineering Items.
2. Assisting in Optimizing logistic Cost & Reduce Materials Cost.
3. Monitor Min. Max item & Spares items as per requirement.
4. Assisting in development of New Sources & Vendors to maintain quality.
5. Completes project's Cooling Tower repairing CPP & Utility, ETP physio chemical treatment facility Dosing System for Ferric chloride liquid, lime powder & Polyelectrolyte, FHS, HCL Tank, HP Boiler Economizer, IBSH Coil, Multi-Disc Screw Press for Sludge treatment, Screw Air Compressor for ASH Handling for CPP, Na2 Plant etc.

- **Narayan Powertech Pvt Ltd**

Padra

Job Exp: Jan, 2015 to Feb, 2019

Sr.Purchase - Executive

Job Profile:

1. Assisting in competitive procurement of all input Raw Materials (Brass, PVC Wire, Teflon Wire, Copper Wire, MS Items, SS Items, Packing Items and etc.
2. Meeting Quality Standards of all input Raw Materials to increase profitability
3. Assisting in Optimizing logistic Cost & Reduce Raw Materials Cost
4. Assisting in development of New Sources & Vendors to maintain quality

- **Bectochem Organics**

Ankleshwar

Job Exp: Sept, 2012 to Dec, 2013

Purchase - Executive

Job Profile:

1. Assisting in competitive procurement of all input (Calcium carbonate, Sodium Sulphate, Soda Ash, Calcium Sulphate, Colour pigment and etc.. Raw Materials
2. Meeting Quality Standards of all input Raw Materials to increase profitability
3. Assisting in Optimizing logistic Cost & Reduce Raw Materials Cost
4. Monitor Raw Material / Stores & Spares Dispatches as per requirement
5. Assisting in development of New Sources & Vendors to maintain quality

- **Ultratech Cement Limited.**

Unit- Concrete

Surat (Group of ABG)

Job Exp: July, 2011 to August, 2012

Core Procurement Assistant

Job Profile:

1. Assisting in competitive procurement of all input Raw Materials
2. Meeting Quality Standards of all input Raw Materials to increase profitability
3. Assisting in Optimizing logistic Cost & Reduce Raw Materials Cost
4. Monitor Raw Material / Stores & Spares Dispatches as per requirement
5. Assisting in development of New Sources & Vendors to maintain quality
6. Spares Indigenization

- **Bectochem constrains & Engg Pvt. Ltd**

Ankleshwer

Job Exp: May. 2010 to Jun, 2011

Core Purchase - Executive

Total Exp: - 12Years 4Month

HOBBIES

- Playing Cricket
- Racing
- Listening Patriotic Songs
- Internet Surfing

COMPUTER LITERECY

ERP Software, SAP Software, Focus Software Knowledge & All Basic Knowledge – Ms. Office, Ms. Power Point, Ms. Excel, Ms. Word, Internet

STRENGTHS

- Convincing Skills
- Self Motivated
- Smart and Hard working

PERSONAL DETAILS

Age: 39 Years
Birth Date: 22st July 1984
Birth Place: Shuklthirth
Languages Known: Gujarati – Read, Speak, Write
Hindi – Read, Speak, Write
English – Read, Speak, Write
Father's Name: Mr. Raj Arvindsinh Himmatsinh
Residential Address: 224, Maharshi Bungalow, Nr,Zadeshwer Chokdi,
Shuklathirth Road,Bharuch, Gujarat. India
Pin code No.: 392015

DECLARATION

I hereby declare to the recruiter that the information provided by me above is upmost true to best of my knowledge. If the recruiter finds any above provided information fake or misleading then I will be the only responsible person for all the undue circumstances.

Yours Faithfully,

Raj Indrajitsinh

