

Upadhyay Kishan Rameshbhai
Email address: kishanu3196@gmail.com
Mobile no- 9123576658

CAREER OBJECTIVE:

To leverage my negotiation skills, market research expertise, and attention to detail in a dynamic procurement role. I aim to contribute to an organization's success by optimizing sourcing strategies, building strong supplier relationships, and effectively managing costs and quality within a collaborative team environment.

ACADEMIC QUALIFICATION

Course	University/Board	Institute	Year of Passing	Percent/CPI
B.E Mechanical Engineering	Gujarat Technological University	A.D Patel Institute of Technology V.V Nagar, Gujarat	2018	7.05
Diploma Mechanical Engineering	Gujarat Technological University	Parul Polytechnic Institute. Vadodara, Gujarat.	2015	8.59
S.S.C	Gujarat Secondary Education Board	Vidyut Board Vidyalaya, Vadodara, Gujarat	2012	76.00%

SOFTWARE KNOWLEDGE:

- SAP HANA S4
- Oracle
- ERP
- Microsoft excel, word & power point.

SKILLS:

- Procurement Expertise including Material planning and contract management
- Vendor management, Negotiation, and communication
- Import and Export handling
- Cost analysis and market research
- Inventory management
- Decision making and Team Player
- Adaptability and continuous improvement

INDUSTRIAL EXPERIENCE:

Sintex Industries Ltd (Procurement Executive) Duration: From 18/12/2023 to Still working.

- Handling indirect procurement, ensuring timely and value-effective along with maintained quality standard of goods.
- Managed Annual Maintenance Contracts (AMC) and Annual Rate Contracts (ARC), ensuring uninterrupted operations and compliance with service level agreements.
- Securing organization favorable terms and conditions of material during negotiation with vendors, also developed and maintained strong relationships with key suppliers
- Streamlined accurate purchase orders while enhancing accuracy and compliance with procurement policy
- Adept timely follow-ups and clear communication with internal users regarding purchase requirements and acceptance of received goods.
- Strengthening vendor relationship through regular engagement and feedback from users.
- Identifying cost-saving opportunities through effective tactics, resulting in reduced procurement expenses.
- Optimizing stock level strategies using strategies like Just In Time
- Implementing demand forecasting from user and regular monitoring of the same.
- Conducted regular market research to stay updated on industry trends and identify potential cost-saving opportunities.
- Revamping store processing through barcode scanning technology in resulting of improved accuracy in stock movements.
- Handling following commodity/items: -
 - i. Pneumatic and hydraulic Products like cylinder, solenoid valves, different kind of fittings, Hose etc...
 - ii. Different types of Belts like conveyor belts, V belts, Flat Belts etc...
 - iii. Bearings, Lip seals hydraulic Puller, vibration analyzer etc...
 - iv. Different types of pipes and fittings MOC of UPVC, PVC, PPR AND CPVC Rubber, PP & PPGF Items Like Viton, Neoprene, EPDM O rings, gaskets, sleeves, end caps, spacers, bush, seals, Rods, holding & supporting clamps.
 - i. Wooden & corrugated boxes, thermocol spacer, lifting belts, stretch film roll, Packing stickers, PET strap rolls for packing.
 - ii. Different types of new development items regarding fabrication work, rubber products, ppgf products etc...
 - iii. Maintenance repair and operations items like safety equipment (Gloves, goggles, helmets.
 - iv. Tools and hardware items (Drill, saws, screw) etc...
 - v. Services like consulting and professional services, maintenance and repair services equipment, IT support and cybersecurity services
 - vi. Marketing and promotional items, print and digital advertising services, promotional materials like brochures and business card.
 - vii. Security services like physical security and surveillance systems

Titanium Equipment and Anode Manufacturing Company Pvt Ltd (Procurement Engineer) Duration: From 21/02/2022 to 05/12/2023.

- Handling Import & domestic purchasing, ensuring timely and cost-effective acquisition of goods.
- Negotiation with vendors, developed and maintained strong relationships with key suppliers to secure favorable terms and reliable deliveries.
- Preparing accurate purchase orders to meet organizational needs and effectively communicating vendor inquiries.
- Efficiently manage vendor relationships and maintain organized purchase documents.
- Adept at vendor management, including timely follow-ups and clear communication with internal users.
- Successfully sourced and onboarded new vendors, expanding the supplier base for increased options and cost savings.
- Implemented cost-saving strategies through effective tactics, resulting in reduced procurement expenses.
- Ensured compliance with import regulations and standards, minimizing potential risks and delays.
- Maintained accurate and up-to-date records of inventory and procurement transactions.
- Conducted regular market research to stay updated on industry trends and identify potential cost-saving opportunities.
- Coordinated with internal departments to optimize inventory levels and reduce carrying costs.
- Purchase and store processes to streamline operations.
- Handling following commodity/items: -
 - i. Chemicals (PES, PVP- K 90, Phenoxy & Epoxy Resin, Glycerin, NMP, Hardener, polyurethane, PPGF and other lab chemicals required for effluent testing)
 - ii. CAPEX Machines & Equipment Like (Non Driven Roller Conveyor, Cold room, boiler, potting machine, metering pumps, VFD drives, spinnerets, DOPE Tanks, EOT Cranes, Dehumidifier, FRP Tanks, Air compressors, muffle furnace, Molds for specific application like END Caps, Spacers, clamps, O rings & pins etc....)
 - iii. Instruments Like Microscope, Turbidity meters, Viscometer, TDS meter, PH, RH meters, air regulators, rotameters, SDI Kits, conductivity meters etc.....
 - iv. Different types and sizes of machined pipes for diameters like 400 ,280, 250, 225 & 200 mm (MOC- UPVC, OPVC, MS & SS) Plates, channels angle etc.
 - v. Glass ware items like Gas wash bottles, flasks, bubbling bottles, glass valves, reagent bottles, Nessler tubes, funnels, measuring cylinders, pipette etc....
 - vi. Valves (Multiport valves, Ball valves, Butterfly valves, globe valves etc....)
- **List of procurement projects executed: -**
 - 1. L&T Construction WTP project
 - 2. IOCL Paradip Membrane Project
 - 3. Iron Exchange STP project
 - 4. PT Wilmar, Indonesia UF Membrane Project
 - 5. Win Environment science technology co Ltd, China
 - 6. Universal Robina Corporation project, Philippines

Ravi Enviro Industries Pvt Ltd (Purchase Engineer) Duration: From 01/09/2020 to 13/12/2021

- Prepare and Float RFQ to different vendors as per Purchase requisition generated for required products.
- Techno-commercial evaluation of quotations landed cost calculation and make comparative statement of different products which includes all techno-commercial terms.
- Negotiation with vendors for prices, terms, and conditions and Incoterms of different required commodities.
- Represent the final comparative sheet to higher authority and get approval for the same.
- To make purchase order based on Purchase request generate for respective items including their technical as well as commercial terms.
- Making inventory list based on consumption and level of requirement and accordingly take further actions.
- Provide weekly updates to the work and planning department.
- Source for new parts, suppliers, or sub-contractors when the need arises.
- Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.
- Maintain database of vendors in ERP System.
- Support estimation department for better price and delivery to secure order from client.
- Coordinate and support the relative department for their requirements.
- To ensure that products are available on the shop floor of the required quality and within the time limit.
- Plan visit to vendors to expedite orders placed for different materials.
- Handling following commodity/items-
 - i. Machineries like EOT Cranes, drilling & cutting machine printing machine, cap molding machine, weighing & engrave machines, heaters, heat guns etc....
 - ii. Electrical items like Altiver drives, temperature controllers, Dol starters, Industrial fans, POT etc...
 - iii. LLDPE granules, PET jars, PC jars, dispensers, storage tanks etc....
 - iv. Filters (FRP, sand, carbon, and RO), Storage tanks, basket strainers and dewatering bags etc...
 - v. Fabrication items like skid, channels, plates, welding electrodes, pipes, etc...
 - vi. Tools and tackles like spanners, pipe wrench grip plyers, screw drivers, hydraulic and pneumatic hose, and fittings etc...
 - vii. Consumable items like White petroleum jelly, three bond super sealer paste, PVC & UPVC solutions, rigid sheets, cello tapes, Teflon tapes, different types of holding clamps, hoses, MS, SS, PP & Teflon rods, fastners, Thinners, Paints, grinding discs, trolley, Victaulic couplings, drill bits, Allen key sets, turpentines, webbing sling belts, hand gloves, different types of flanges, safety goggles, ear muff, Maks, cable tie rolls etc...
 - viii. Printing items like banners, brochures, barcodes, stickers, stock book, visiting cards, Boards etc..

INDUSTRIAL ACHIVEMENTS:

- Had received an award for the excellent handling of purchase to pay process in March 2023.

INDUSTRIAL TRAINING:

I. Organization : Elecon Hydraulics Pvt Ltd

• Department : Purchase

Duration : 1 Year (From 10/09/2018 to 09/09/2019)

II. Organization : Jyoti Ltd

• Department : Purchase

Duration : 8 Months (From 26/01/2020 to 13/08/2020)

III. Organization : Siemens Ltd

- Duration : 20 Days

PERSONAL TRAIT:

- Creative and logical
- Problem solving ability.
- Co-operative and keen observer

HOBBIES:

- Writing books
- Traveling
- Listening Music
- Playing Cricket & Football

PERSONAL PROFILE:

Date of Birth : 1st August 1997 Languages

Known : English/ Hindi & Gujarati

Marital Status : Single

Nationality/Region : Indian/Hindu

DECLARATION:

I hereby declare that all the details furnished above are true and to the best of my knowledge.