

Curriculum Vitae

Patel Ketan

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OBJECTIVE

- To obtain challenging and responsible position in an organization where in I contribute to the successful growth of an organization using my ability and knowledge.” There is always a better way of doing things” is the common belief.

ACADMIC QUALIFICATION

I have pursuing B.E. Mechanical in Shroff S.R Rotary Institute of Chemical Technology Vatariya Ankleshwar.

Educational Qualification	University/ Board	Percentage/ CGPA	Year of Passing
B.E. (Mech.)	G.T.U	7.14	March 2017
H.S.C	GHSEB	65	March 2013
S.S.C	GSEB	84.80	March 2011

EXTRA CURRICULAM ACTIVITIES/ ACHIVEMENTS

- Certificate for sports activity cricket 2017 (winner) Inter department in collage.
- Certificate for Inter Collage Project Competiton..

WORK EXPERIANCES

- **RALLIS INDIA LTD(ANKLESHWAR).**
 - Working from October-2018 to August-2020..
 - as a engineering store officer(contract basis)
- **INDOFIL PVT LTD(UNIT-2 DAHEJ).**
 - Working as a SCM officer from August -2020 to June-2022 in supply chain department
- **GULSHAN POLYOLS LTD(JAGHADIA)**
 - Working as a purchase assistant June-2022 to Feb-2023

➤ **CADILA PHARMACEUTICALS LTD.**

- Working as a SCM Officer in purchase department from Feb- 2023 to August-2024.

➤ **JOB PROFILE :**

- Handling purchase related work.
- Requisitions received from users.
- Generate enquiry and collecting quotations as per purchase.
- Prepare comparisons & Negotiate price from approve vendors.
- Prepare purchase orders, AMC and ARC as per guideline given by higher authorities.
- Follow-up with vendors for timely supply the materials.
- Coordinate with stores for bill sent to account for accounting.
- Coordinate with account dept. to release payments of vendors timely.

➤ **FINORCHEM LIMITED (UNIT-2 PANOLI)**

- Working as a PURCHASE OFFICER from August 2024 to till date.

JOB PROFILE:

- To receive indents from all plants' user & verify the indent with respect of technical and commercial aspect. If any discrepancies, get corrected indents from user or indenters and Approved by Dept. Head.
- Floating enquiries and collect offer from vendors in form of Hard/ Soft copies by email.
- To make timely procurement at optimum rates. Looking after Engineering items, Laboratory Items, EHS Items, and Safety items, Electrical items, Production consumable items, stationery & Printing stationery items, Lubricants, lab items, Computer peripherals & General items.
- Negotiation and finalization of orders
- Generation of PO in SAP System.
- Develop the New vendors in Engineering, Safety, Housekeeping & Lab items Equipment. Negotiation with Suppliers, Prepare Commercial CS and Negotiation with suppliers
- Evaluation of vendor through site visit, client list of supplier, QA approval, vendor quality of material and lead time analysis.
- Making Yearly ARC & AMC for all service, Job work & Pricelist Items
- Follow up with the suppliers of material for timely supply & pending PO material.
- Ensuring availability of material on time.
- Generating MIS report & updating management on regular basis.
- Coordinate with stores for rejected material and pending bills and solving the issues of store dept. related to PO Material.
- Follow-up with account dept. to release payments of vendors timely.

PROJECT

- **Design and Development of Sevenious Hydro Turbine.**

ATTRIBUTES PROFILE

- Initiative Person
- Disciplined and Positive Thinker.

TECHNICAL QUALIFICATION

- Computer knowledge
- Computer Operating Basic (Ms Word, Ms Excel, Outlook, ect...)
 - SAP (procurement module)

PERSONAL PROFILE

- **Name** : **Patel Ketankumar**
- **Date of Birth** : 05th January,1996
- **Father's name** : **Somabhai Patel**
- **Gender** : Male
- **Marital status** : Unmarried
- **Languages Known** : English, Hindi, Gujarati
- **Nationality** : Indian
- **Hobby** : Listening Music, Playing Cricket

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:

Yours faithfully,

Date:

Ketan Patel