

# Ravi Tank

*Purchaser/Vendor development (SAP MM Certified)*

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D.O.B - 30/04/1991

## Career summary

Functionally skilled with 6 years of vast and rich experience in procurement, procurement management, sourcing management, new source development, Vendor evaluation negotiation, costing estimation

## Area specialisation

Specialisation : B.E mechanical + SAP MM Certified consultant

Area of interest : procurement, purchase, sourcing development

## Working experience detail -1

### Designation

- Purchaser /Vendor development (October. - 2024 to Conti..)

### Concern

- GUNNEBO India PVT Limited.(C/O Addecco India)

### Company profile

- GUNNEBO India PVT Limited is Sweden based MNC company mainly in the business of manufacturing of **Fireproof safes, Strong room door and fire extinguisher** for GOVT. owned various banks and private corporate group.

### Key responsibilities

- Responsible for procurement of various Plant and Maintenance spares material as well as looking after companies MRO needs with complete knowledge of entire Procure to Pay Cycle.
- Handling procurement of different CAPAX needs of organization by involving in E-Auction of it.
- Develop new/alternate vendors for key products as well as carry out vendor evaluation for new vendor.
- Carry out various cost saving project of CAPAX as well as Indirect purchased product.
- Hands on experience in carry out E-auction of various product.
- Hands-on ERP experience for sales order and PO creation.
- Prepare MIS reports on daily and weekly basis.

- Take ownership of material reaching to shop floor as per Agreed TAT.
- Rigorous interaction/follow up with internal and external stakeholders.
- Must have coordinated with large no of suppliers on daily basis for PR fulfillment.
- Should have basic knowledge of products in MRO/Chemicals/Packaging categories.

## Working experience detail -2

### Designation

- Assistant manager Procurement (March. - 2024 to October)

### Concern

- (PROC MART) Instant procurement service pvt.Ltd

### Company profile

- (PROC MART) Instant procurement service pvt.Ltd is an end-to-end digital data-driven procurement solution-providing company to various MNC companies

### Key responsibilities

- Responsible for procurement of material and service under MRO category which include procurement of Fire item , Safety service , Mechanical seal, Flanges , Valves , Gasket and other Miscellaneous Consumable item as well as optimize ARC items.
- Handling procurement of different clients like Nayara Energy(ESSAAR), Aarti industry , Singnod, Alkem Ltd(FMC), Dabur Ltd., Sun Pharma Etc.
- Develop new/alternate vendors for key products and services to achieve better serviceability for clients.
- Hands-on ERP experience for sales order and PO creation.
- Prepare MIS reports on daily and weekly basis.
- Take ownership of material reaching customer as per Agreed TAT.
- Rigorous interaction/follow up with internal and external stakeholders.
- Must have coordinated with large no of suppliers on daily basis for order fulfillment.
- Coordination with Dispatch team for better serviceability.
- Should have basic knowledge of products in MRO/Chemicals/Packaging categories.

## Working experience detail -3

### Designation

- purchase engineer (June-2018 to still working)

### Concern

- Spectra overseas (SILMIM LLC USA)

### ● Company profile

- Spectra overseas is E-commerce specialist in the field of ceramic fibre and sheet metal product

### ● Key responsibilities

- Responsible for the handling procurement of raw material like HRC-CRC steel sheets as well as stainless steel raw material like tube , angle and rod of various grades.
- Additionally accountable for the purchase of numerous MRO product like hoses with varying sizes and standards, including hydraulic and sandblasting hose.
- Experience in opex procurement.
- Responsible for research of new source development and negotiations with current source for newly developed products .
- knowledge of manufactur processes and their cost .
- Ensure the timely and consistent delivery of the item required.
- Prepare costing sheet for old as well as newly developed products and ensure profitable growth.
- Creation of purchasing document like PR , PO , RFQ and contracts in SAP.
- Conduct timely audit of suppliers .
- Resolve any complaints of suppliers.
- collaborating closely with the quality team in the event that there are any issue with the Product.

### ● Technical skills and knowledge

- SAP ECC knowledge end user level as well as functional consultant level in MM module.
- Having knowledge of various activities on SAP like creating PO from PR as well as creating material master , vendor master and many other.

## Working experience detail -4

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### ● Designation

- Production engineer (Feb. - 2014 to May - 2016)

### ● Concern

- Pal auto (P) Ltd. (C/o Mahindra and Mahindra Ltd.)

### ● Company profile

- Pal auto (P) Ltd. Is automobile manufacturer company responsible for producing Tractors of various HP for Mahindra and Mahindra Ltd

## ● Key responsibilities

- Assure all quality standards such as 5S AND FIFO with all safety standards.
- Have experience and knowledge of associate auto parts.
- Handle technical issue related to Tractor such as hydraulic.
- Management of yearly Dept. level Inventory.
- Daily monitoring of material input and output.
- Daily maintaining of production work sheet.
- Review daily production losses and rejection
- Handle problem related to production and take corrective action for quality problem.
- Daily preventive Checking of hydraulic system. (Pump, oil filters).
- Monitoring overall line work going as per SOP. Through safety procedures and rules.
- Provide functional and technical guidance to team so as to maintain and enhance work quality and safety.

## ● Technical skills and knowledge

- Microsoft Office ,Engineering drawing reading knowledge.
- Problem solving and manpower management skills.

## Professional qualifications

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### ● B.E - Mechanical Engineering , 2009 - 2013

- Grade - 6.72 CGPA (From Marwadi group of institutes- Rajkot)

### ● Higher secondary education (HSC) - 2008

- Grade - 60% (Gujarat secondary and higher secondary education board)

### ● Higher secondary education (SSC) - 2007

- Grade - 67% (Gujarat secondary education board)