

ARPAN ANKLESHWARIYA

PURCHASE OFFICER

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SUMMARY

As a Purchase officer with 1.4 year of experience managing business purchases, securing the best products and service at lowest price. Working experience in pharmaceutical industry and procurement experience in engineering items and Project capex material, AMC/CMC. Developed excellent supplier relationships to create strong commercial relation that improve business operation.

EDUCATION

Sr No	Education	Stream	Percentage
1	10 th	GSEB	52.60 %
2	Diploma	Mechanical	7.3 CGPA
3	Bachelor Of Engineering	Mechanical	6.5 CGPA

WORK EXPERIENCE

Purchase Officer, Oneiro Lifecare Pvt Ltd

Jan 2025- Present

- Research and meet with potential supplier to compare the products, prices, less in terms and make best decision for the organisation.
- Negotiate with suppliers on lead-time, cost, and quality so as to obtain the maximum benefit for the company.
- Work on the BOQ of Project Fabrication structure, civil structure, and big machinery alignment & installation dismantling.
- Vendor Development - existing vendor for new items / new vendor for new /existing items
- Procure AMC/CMC of all departments (QC,QA, ENG,ADL,EHS) machines with best price and supplier.
- Prepare the purchase order for the product in the system applications and products in data processing (ERP Pharms Cloud) and follow up for the receipt of product on time.
- Check pending payments and provide it to finance team to proceed the payment.
- Weekly check inventory and consumption along with Engineering and warehouse.

- Daily review the material review in terms of shortages and planned material arrival to meet production needs.

Purchase Assistant, Gulbrandsen Technologies Pvt Ltd

Nov 2024 – Dec 2024

- Providing computer and clerical support to the purchasing department, including processing PO & vendor registration in SAP MM.
- R&D: Collaborating with the team to supply the necessary RM for a new project by working together. To arrange for the R&D team to meeting with RM technical experts in order to support new development project as and when required and prepare MoM accordingly.
- Cultivated and sustained strong relationships with vendors, suppliers, and other procurement stakeholders.
- Follow up with suppliers, as needed, to confirm or change orders.
- New vendor development of PM as well as Rm. (Search a supplier for required material, and send RFQ to arrange specs, tentative cost, documents & samples for the evaluation).
- Evaluate offers from vendors and negotiate better prices.
- Maintaining an open purchase order file and notifying Purchasing member if open purchasing orders are not received in a timely manner.
- Managed the purchasing, ordering to ensure timely delivery of goods and services.
- Verified the validity of Quality Management System (QMS) documents and arrange the updated documents.
- Vendor Rating activity in Semi annual & annual

Internship

Supharma chem, Ankleshwar (Internship)

May-2023

- I visit a Utility equipment like 1 ton Boiler,Chillar plant, different pumps, Compressors, Different pressure valve.

Atul Limited, Ankleshwar (Internship)

April 2018

- Visit a different capacity boiler, HVAC plant, AHU plant, Utility plant, RO plant.

Project

- Great experience learning about building a 0.5-tonne Portable Air conditioner.

Skills

- Sourcing
- Procurement
- Supply Chain Management
- Contract Negotiation

- Cost Analysis
- Inventory Management
- Quality Control
- Process Improvement
- Data Analysis
- Negotiation
- Vendor Management
- Compliance.

Technical Skills

- SAP (MM)
- ERP (Pharma Cloud)
- MS Office (Excel, Power point, Word)
- Google Spread sheet and other tools
- Outlook, Email

Language

- Gujarati
- English
- Hindi