

CURRICULUM VITAE

BHAUTIK ANANDKUMAR PATEL (B.E. Mechanical + MBA Operation)

Executive Purchase.

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Experience:-

<u>Organization name</u>	<u>Designation</u>	<u>Period</u>	<u>Total Duration</u>	<u>Job Description/Job Profile:</u>
VOLTAMP TRANSFORMERS LTD	Sr. Executive Purchase (Switchgear Department)	From Nov 2017	Working Presently	Purchasing Switchgears Items, Expertise in Procurement of Electrical, Mechanical, Instrumental Items and sheet Metal Items
JYOTI LTD	Executive Purchase (Pump Department)	From July-2014 to Nov 2017	3 Years 5 Months	Purchase, Operation Management, Supply Chain, Logistics, Negotiation, Vendor Development, Procurement.

CAREER OBJECTIVE

To seek a challenging position in a progressive Organization, Raw Material, Packing Material, Engineering, Capital Items and new Project preferably in PURCHASE, where I can apply my Knowledge, expertise and professional experience and work towards the growth & benefit of the organization.

WORK EXPERIENCE:

JOB PROFILE at VOLTAMP TRANSFORMERS – PRESENTLY IN SWITCHGEAR DEPARTMENT

- Prepare the proposal for obtaining approval for placing the Purchase Order.
- Obtain approval for selecting a particular vendor and place a Purchase Order on the Vendor.
- Follow-up with the Vendor with respect to the date on which the Materials would be obtained. Checking of Various bills and ensuring that the necessary GRN entry has been passed in the System & Co-Ordinate with the Officers for any clarification
- Vendor Development & Vendor negotiation, make a vendor comparative Chart FOR Choose a Best Vendor. Send Quotation to party and get best Price, Prepared Comparison Chart of Vendor and choose a suitable Vendor.
- Issue a PO to Vendor. And follow up for material Delivery.
- Stock Analysis & Stock Manage, Invoice Check against PO & Price List
- Material Dispatch to Plant as Stock indent.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Tracking Project wise availability of feed-stock. Preparing Project Wise Material Balance.
- Setting up the monthly, quarterly procurement plan.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations, Purchase Materials
- Expertise in procurement for Mechanical, Electrical, Instrumentation items. (i.e. A to C class items)

For Vendor Development:

- Effective management of vendor database.
- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Running programmes to evaluate vendors based on the feedback from internal stake holders
- Conduct Necessary Seminars for Product Evaluation and Guidance to Vendor for Better Knowledge and Optimize the Cost.

JOB PROFILE at JYOTI LTD Work Profile: -

- Negotiating price and terms of products with suppliers.
- Managing, developing & improving the purchasing team. Benchmarking performance of the Supply Chain. Establishing terms, pricing, quality requirements, and delivery.
- Adhering to all company policies with particular regard to accounting procedures. Administering the online purchasing systems.
- Reviewing all agreements to achieve 'best price/best quality' purchasing.
- Preparing & processing requisitions, purchase orders & invoices for purchases.
- Giving sourcing input to colleagues to aid business planning & development.
- Making recommendations & advising senior management on all purchasing issues.
- Maintaining records of supplier agreements, goods ordered received. Managing vendor relationships and building effective supply chain partnerships.
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TECHNICAL KNOWLEDGE:

- Well known for to read machining drawing symbols as well as Project Drawings
- Recommending modifications to minimize escalations & defects realize operational efficiencies, control variability, costs and reduce cycle-time Calculating.
- Expertise in Cost Making against Mechanical, Electrical & Instrumental Items.

EDUCATION QUALIFICATIONS:-

EXAMINATION	UNIVERSITY	INSTITUTE	YEAR	Class
M.B.A (Operation)	ICFAI University	ICFAI University	2019	2nd
B.E	G.T.U	Parul Institute OF Engg & Tech	2014	1st
12TH	G.S.H.S.E	Vidyakunj High School	2010	2nd
10TH	G.S.E.B	Don Bosco High School	2008	Distinction

Worked on Tools & Technologies:-

- Office Tools : Microsoft Office, MS Office Outlook, Oracle 11 G, ERP, Microsoft NAV
- Mockup Tools : Power Point Presentation
- Conference Tools : Team Viewer, Skype, Remote Admin, Remote Desktop
- Messenger Tools : Skype
- Design Software : Auto- Cad, Pro-E

SKILLS:-

- I have interacting skills. I can make people work together to achieve a common goal.
- Great motivator as well as Confident.
- Determined and can rapidly build relationship and set up trust.
- Displays a strategic perspective, Solves problems and analyzes issues
- Willingness in Mastering Latest Technologies.
- Ready to take Additional Responsibilities in Commercial.

PERSONAL DETAILS:

Name	Bhautik Anandkumar Patel
Age & Date of Birth	26.11.1992
Marital Status	Married
Nationality / Religion	Indian / Hindu
Languages Known	English,Hindi,Gujarati
Hobbies	Swimming, Cricket, Painting, Sketching

Declaration:

I hereby declare that information given above is true to best of my knowledge and belief.