

Jay Vijaykumar Shekhar
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Profile Summary

Procurement Professional with 4+ years of experience in Electrical, Automation, and Power Panel industries, managing capital and consumable sourcing.

Expert in strategic procurement of LT panels, motors, drives, PLCs, switchgears, transformers, DG Sets , RECD and cables from OEMs and domestic vendors.

Strong in vendor negotiation, cost optimization, ERP systems, and ensuring timely material availability for seamless project execution.

Educational Qualification

Degree	Board	Institute	Passing Year	Percentage /CGPA
Bachelor's of Engineering in Electrical	GTU	Aditya Silver Oak Institute of Technology, Sola	2020	6.4
Diploma Engineering in Electrical	GTU	Atul Polytechnic, Mahudi	2015	6.8
S.S.C	G.S.E.B.	Kum Kum Vidhyalay, Maninagar	2012	59%

Professional Experience

Purchase Engineer – Electrical

Ratnamani Metals & Tubes Limited (Ahmedabad) : June 2024 – Present

- Procurement Categories Managed :
CAPEX Electrical Equipment | MRO Materials | Industrial Automation | Power Distribution Systems | Motors & Drives | Switchgear & Protection Systems
- Leading procurement of electrical capital equipment including DG Sets, RCD/RCCB systems, gear motors, induction motors, MCC panels, Power Distribution Panels, PLC systems, VFD/AC drives, switchgears, and industrial cables

- Managing sourcing of electrical consumables and MRO (Maintenance, Repair & Operations) materials for plant requirements.
- Executing complete procurement lifecycle: requirement analysis, vendor identification, RFQ management, techno-commercial comparison, price negotiation, and PO issuance.
- Conducting technical and commercial evaluations in coordination with engineering, maintenance, and project teams.
- Negotiating pricing, delivery schedules, payment terms, and warranty clauses with OEMs and authorized distributors to achieve cost optimization.
- Ensuring adherence to procurement SOPs, internal controls, and audit compliance standards.

Purchase Assistant – Electrical

Themis Automation Pvt Ltd (Ahmedabad) : March 2023 - May 2024

- Procurement Categories Managed :
Switchgears | LV Transformers | Cables | Protection Systems | Automation Components | Power Panel Accessories
- Managed procurement of electrical components used in automation systems and power control panels
- Procured switchgears, LV transformers, industrial cables, protection devices, and panel accessories as per project specifications.
- Executed RFQ process, prepared techno-commercial comparison statements, and assisted in price negotiations.
- Coordinated with production and design teams to validate technical specifications before finalizing orders.
- Followed up with vendors to ensure adherence to committed delivery schedules.

Purchase Engineer – Electrical & Automation Procurement

ASI Technology (Ahmedabad) : February 2022 – February 2023

- Managed procurement of electrical and automation components supporting panel manufacturing and project-based execution. Responsible for strategic sourcing, vendor coordination, techno-commercial evaluation, and ensuring timely material availability.

Purchase Engineer – Electrical & Panel Procurement

Alnico Panels (Ahmedabad) : February 2020 – December 2021

- **Procurement Categories Managed:**
LT Panels | Switchgear & Protection Devices | Panel Accessories | Busbars | Industrial Cables | Electrical Consumables
- Handled sourcing and procurement of electrical components used in LT power panels, control panels, and distribution boards.
- Procured switchgears, breakers (MCB/MCCB/ACB), contactors, relays, meters, busbars, panel accessories, industrial cables, and protection devices.
- Executed full procurement cycle including requirement analysis, RFQ floating, comparative statement preparation, negotiation, and purchase order issuance.
- Coordinated with design and production teams to validate technical specifications prior to order finalization.
- Negotiated pricing, delivery timelines, and payment terms with suppliers to achieve cost efficiency.
- Assisted in inventory control and stock planning to minimize excess inventory and stock-outs.

Internship

- **One month of Summer internship with Vaishali Electricals**
Understood about various parts and components used in Control Panel and their applications And learn motor repairing process.
- **Two months internship with Northgreen energy private limited**
Learn about manufacturing process of solar panel & installation of solar street light.

Computer Skill

- Microsoft Office
- SAP
- ST-ERP

Personal Information

D.O.B. : 9th January 1997

Permanent Address : 1, Sarswati park, Danilimda, Ahmedabad-380028