

Mama Panda

(Purchase Engineer With 10+ Skill development Certifications & Experience in Transformer Industry.)



#W-402, Galaxy Flats &
Bungalows, Chhatral,
Mehsana, Gujarat
382729

Mobile: +91 9348454892

Email : pandapriyamama@gmail.com

Objective:

Purchase Engineer with the ability to analyze engineering spreadsheet and challenging assignments in Cost Optimization, Supply Continuity, Quality Assurance, Supplier relationship Management, Technical Evaluation & Strategic Sourcing.

Personal Summary:

Proactive, talented and self-motivated engineer looking for the role of an “Purchase Engineer” at a reputable company. Looking to leverage my analytical and systematic skills to help the organization accomplish its goals.

Education:

Diploma in E & TC Engineering, June 2025.
Govt. Polytechnic, Bhubaneswar, Odisha.

Intermediate (+2) in Arts with 60% of marks, May 2022.
Vyasanagar Higher Secondary School, Jajpur, Odisha, India.

Matriculation with 55% of marks, May 2020.
Budharaja Nodal Bidyapitha, Danagadi, Jajpur,
Odisha, India.

Projects & Seminars Done:

1. Accident Prevention Using Wireless Communication.
2. Robotic Wheel Chair.
3. Smart Mirror (**Major Project**)

Skill Development Course Certifications:

- ❖ **Certificate Of Energy Literacy Course spanning over 12 modules.**
:By Energy Swaraj Foundation.
- ❖ **HTML and CSS: Building a Single-Page Website.**
: By Coursera
- ❖ **Workshop On “Embedded Systems”**
: By Nishtula Instrument & Innovation Pvt. Ltd.
- ❖ **Entrepreneurship Skills**
: By Microsoft Rural India Skill Empowerment Program
- ❖ **Digital Productivity**
: By NIIT Foundation
- ❖ **Introduction to Generative AI**
: By Google Cloud and offered through Coursera
- ❖ **Design of Transmission Line: Modelling and Performance**
: L&T EduTech and offered through Coursera
- ❖ **Electric Power Systems**
: University at Buffalo, The State University of New York and offered through Coursera
- ❖ **Generative AI for Beginners**
: By Simplilearn, SkillUP

Additional Qualities:

Creativity, Active Listening & Interpersonal Communication.

Work Experience:

1) Purchase Engineer

AK Transformers, Kadi, Gujarat, India.

Aug 2025 to Till Now...

Key Responsibilities At Work: -

- Initiating the procurement process based on inventory levels and project needs.
- Analyzing material requirements by reviewing minimum stock levels and project schedules to prevent shortages.
- Identifying, evaluating, and maintaining relationships with suppliers.
- Sourcing, evaluating, and shortlisting new vendors based on quality, pricing, and delivery reliability.
- Securing the best value for money through effective negotiation.
- Issuing Request for Quotations (RFQs) and conducting detailed commercial and technical comparisons.
- Formalizing the purchase agreement and ensuring compliance.
- Generating and issuing Purchase Orders (POs), ensuring accurate documentation of specifications, price, and terms.
- Tracking and ensuring the timely delivery of materials.
- Monitoring and expediting supplier deliveries to maintain project timelines and resolve any logistics issues.
- Processing supplier invoices for payment.
- Verifying and booking supplier invoices (Bill Booking) by reconciling them with the PO, GRN, and inspection reports.
- Ensuring all purchase and store records are complete and auditable.
- Maintaining a comprehensive and auditable record of all indents, RFQs, POs, GRNs, and bill clearances.

Extra-Curricular Activities:

Participated in an inter-college Cricket Tournament & Won “Most Valuable Player Of The Tournament”.

Key Deliverables During Work:

- Approved Vendor List (AVL) Management
- Cost Savings & PPV Reports
- Request for Quotation (RFQ) Packages
- Purchase Order (PO) Execution
- Expediting & Lead-time Tracking
- Supplier Performance Scorecards
- Market Analysis & Global Sourcing
- Contract & SLA Negotiation

Personal Details:

Date of Birth /Age	: 26 th , April, 2005 / 20+ years.
Languages known	: English, Hindi, Bengali & Odia.
Strength	: Honesty, genuineness and dedication.
Weakness	: Expecting perfection from all.
Present Salary	: 16000 PM (Take Home)
Expected Salary	: Best in the industry.
Time required to join	: 30 Days
Nationality	: Indian
Marital status	: Unmarried

Declaration:

I insider myself familiar with commercial aspects and I am also confident of my ability of work in a team. I do hereby declare that all the above information furnished by me is correct and true to the best of my knowledge and belief.

Place: Ahmedabad

Date: 01-02-2026

(Mama Panda)