

RITESH GAUTAM

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WORK SUMMARY :

Worked on SAP and handling following responsibilities in materials:

- Purchasing of required (**Electrical & Mechanical**) commodity material as per monthly target.
- Negotiation with vendors & customers.
- Pre-planning for procurement of required material on the basis of targeted sale.
- Monitoring flow of material both on SAP or physically.
- Follow ups for ordered materials with vendors.
- Vendors Development for required material .

EXPERIENCE:

- Currently working at post of **Purchase Executive** in **Vishvas Power Pvt. Ltd.** (Butibori Nagpur) . **Dec. 2025 to Present**
- Worked in **Cg Power and Industrial Solutions Limited** (Mandideep) as Purchase Eng. For **1 Year** . **Nov. 2024 to Nov. 2025**

INTERNSHIP:

- Supply Chain Management Training (Great Learning Institute) July 2025 to Aug. 2025
- Auto CAD Training Design Centre BHOPAL AUG. 2022 to Sep. 2022

EDUCATION:

EDUCATION	COLLEGE / SCHOOL	YEAR OF PASSING	% / CGPA
B.TECH (MECHANICAL ENGINEERING)	BARKATULLAH UNIVERSITY INSTITUTE OF TECHNOLOGY BHOPAL	2024	7.18
12 TH	C.P.H.S. REWA (M.P.)	2020	84.4
10 TH	C.P.H.S. REWA (M.P.)	2018	86.6

COMPUTER SKILLS:

- Software's : (**SAP MM , S/4 HANA, ECC 6.0**) and **TCS ion.**
- Microsoft tools.
- Windows Operating System
- Power Bi

JOB PROFILE:

Working in the Purchase Department with hands-on experience in **SAP MM** module for material **procurement** and documentation,

Responsible for creating and maintaining Purchase Requisitions (PR) and Purchase Orders (PO) in SAP,

Negotiation with vendors & **Vendors Development** for required (**Electrical & Mechanical**) Commodity material.

Regular **follow-up** with vendors for material delivery and dispatch status.

Coordinating with store and production department to ensure timely material availability.

Monitoring material movement and GRN entries in SAP for accuracy.

Focused on achieving smooth procurement operations within company policies and timelines.

PROJECTS:

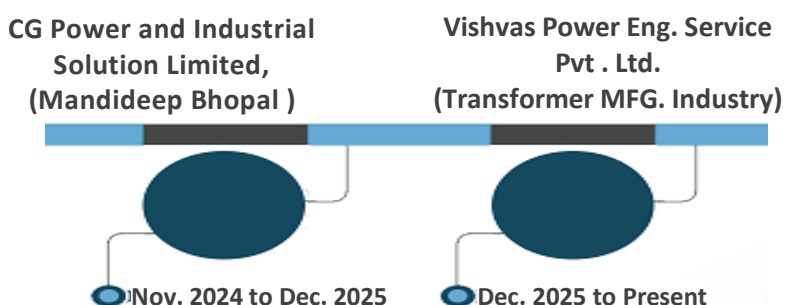
(1) . Study and analysis of aqua silencer.

- Conducted detailed study and analysis on aqua silencers to reduce exhaust noise and emissions.
- Designed and tested components like perforated tubes, charcoal layers, and lime water for efficiency.
- Evaluated noise reduction levels and emission control effectiveness.
- Proposed cost-effective solutions for implementing aqua silencers in automotive and industrial applications.

INTEREST & SKILLS:

- Proactive, goal-oriented, problem solver.
- Focused on present and aspiring for future.
- Quickly absorb and retain new information and procedures.

CAREER TIMELINE



PERSONAL PROFILE:

Name : Ritesh Gautam

Father's Name: Mr. Amrit Lal Gautam

Mother Name: Mrs. Archana Gautam

Status : Unmarried

Date Of Birth : 15 Feb 2003

Language's : English , Hindi , Marathi

Dated.

[Mr. Ritesh Gautam]