

Ajit Kumar Singh

Mob: +91 8755916357
 email: ajitsingh1804@gmail.com
 Address: Delhi, India

Carrier Objective

Dedicated and results-driven Purchase Engineer with 6 years of experience in Purchase, procurement, sourcing, and vendor management. Proven track record of optimizing supply chain operations, reducing costs, and negotiating favorable contracts. Seeking to leverage my expertise in strategic purchasing to contribute to the success of a dynamic organization.

Work Experience

Triveni Engineering & Industries Limited
 Rampur, Uttar Pradesh

June-21- Present

Assistant Officer- Purchase

- Screening and validation: Reviewing purchase requisitions according to company standards, validating purchase orders against checkpoints, and ensuring compliance with company procedures.
- Purchase order management: Manually creating purchase orders from approved requisitions, sourcing new parts from global suppliers, and ensuring timely acknowledgment from suppliers to meet On-Time Delivery (OTD) targets.
- Supplier relationship management: Handling vendor communication, negotiating contracts based on Quality Control Standards (QCS), and facilitating amendments to purchase orders as necessary.
- Material management: Overseeing the receipt of materials based on purchase plans and orders, maintaining minimum and maximum stock levels to optimize inventory, and issuing materials based on indent requests.
- Master data maintenance: Creating and updating master data including Material Master, Purchase Info Record, Source List, and Quota Arrangement in relevant systems.
- Invoice verification: Ensuring timely verification of invoices to facilitate on-time payments and maintain positive vendor relationships.
- Inventory control: Managing inventory functions to minimize excess stock and reduce inventory costs, while ensuring availability of materials as per production requirements.
- Reporting and documentation: Generating MIS reports, verifying goods receipts, and creating Material Receipt Notes (MRN) or Goods Inspection and Receipt Voucher (GIRV) as required.
- Compliance adherence: Following approved product lists and adhering to company policies, procedures, and regulatory requirements related to procurement processes.
- System proficiency: Demonstrating proficiency in SAP and Microsoft Office applications such as Word, Excel, and PowerPoint to effectively manage procurement tasks and data analysis.

Simbhaoli Sugars Limited.
 Bahraich, Uttar Pradesh

November-2017 - June-2021

Officer Purchase

- Reporting and Documentation: Generate comprehensive MIS reports, meticulously verify goods receipts, and accurately document Material Receipt Notes (MRN) or Goods Inspection and Receipt Voucher (GIRV) in compliance with organizational standards.
- Material Flow Management: Supervise the smooth flow of materials, coordinating timely receipt based on procurement plans, optimizing inventory levels within predefined thresholds, and fulfilling material requests efficiently.
- Data Maintenance: Methodically maintain and update crucial master data including Material Master,

- Purchase Info Record, Source List, and Quota Arrangement to ensure accuracy and relevance.
- Vendor Relations: Foster productive relationships with suppliers, skillfully negotiate contracts based on Quality Control Standards (QCS), and facilitate seamless amendments to purchase orders as required.
 - Invoice Processing: Promptly verify invoices to enable timely payments, fostering positive supplier rapport and upholding financial accountability.
 - Technical Proficiency: Demonstrate adeptness in utilizing SAP and proficiently navigating Microsoft Office applications such as Word, Excel, and PowerPoint to streamline procurement workflows and facilitate insightful data analysis.

Educational Qualification

- Bachelor of Technology in Electrical Engineering from Monad University, Hapur, Uttar Pradesh in 2017.
- Diploma in Electrical Engineering from Monad University, Hapur, Uttar Pradesh in 2014

Extra-Curricular Activities

- Coordinated various activities in college.
- Participated in Technical Events held in College fests.
- Participated in NATIONAL SCIENCE DAY event held in college on Science Day 2017 and won 1st Position.

Personal Details

- Date of Birth: 18th April, 1993.
- Languages known: English, Hindi.
- Native: Hapur-Uttar Pradesh, India
- Hobbies: Listening Music, Reading Newspaper, Playing Badminton, Travelling.

Signature

Date