**BRIEF INFORMATION**

1) PRESENT ORG. – HSE ENGINEERS PVT.LTD

( A GROUP OF VIMAL FIRE PROTECTION PVT.LTD)

2) PRESENT DESIGNATION : SR.MANAGER –MATERIALS/STORE

3) PRESENT LOCATION : BARODA

4) CURRENT CTC : 8.40 LACS P.A.

5) EXPECTED CTC : AS PER COMPANY’S RULES.

6) CURRENT ORG. BUSINESS : EPC PROJECT COMPANY

7) QUALIFICATION : MBA (MATERIALS MANAGMENT)

8) TOTAL EXPERIENCE : **12 YEARS IN REFINERY & PETROCHEMICAL INDUSTRIES,ENGINEERING**  & STEEL PRODUCT INDUSTRIES

9) working in FIFO, LIFO SYSTEM IN STORE /INVENTORY MANAGEMENT & INVENTORY CONTROL

10) Working in ERP SYSTEM & Present company is petrochemical EPC Project company & Past experience in Construction & petrochemical Industries.

**SKYPE ID : VISHAL.PATEL461**

**VISHAL A PATEL**

**Contact: + 07383502556, 9998984859**

**E-Mail:** [**vishalptl58@gmail.com**](mailto:vishalptl58@gmail.com)**, vish0312@yahoo.co.in**

**Dated: 05/08/2014**

**Dear Sir,**

**Please find attached my Resume for the position of Procurement/Store Manager .I'm particularly interested in this opening, which relates strongly to my over 12 years’ of experience in Materials Management, Inventory Control. Supply Chain Management, Business Development and Commercial Operations.**

**Presently Working In HSE ENGINEERS PVT.LTD ( A GROUP OF VIMAL FIRE CONTROLS PVT.LTD) – EPC COMPANY – OIL & GAS / Petrochemical & power plant Project ., Baroda. – EPC COMPANY. Procurement of raw & packaging material, Mechanical, electrical & automation material with Raw Material – Like Pipes, Plates, HR Coils, Panel , PLC , Announciator, Various Type of Valves, vendor development , vendor management, commercial quotations collections, documenting cost sheets , vendor meetings, inventory rationalization.**

**Responsible for all procurement/lining up of contract activities including vendor evaluation, vendor registration, general administration, issue of enquiry, evaluation of technical offers, obtaining clarification from the vendors on their offers,  preparation of comparison statement, negotiation with vendors, making note for approval for placement of order, placement of orders, follow up after order placement till receipt of materials, compliance of audit queries, system development & improvement, planning & coordination with other departments and  development of subordinates**

**Have experience in procurement of Mechanical, Instrumentation, Electrical items like Pumps, valves, SS/MS Pipes & Fittings, Lined Pipes & Fittings, Fabricated Equipments, Power Cables, Motors, VFD, Panels, Field Instruments and spares., Knowledge of PR/PO raising, developing new vendor, vendor negotiation, AMC, Rate contract, MIS preparation, Capital purchase and Contract finalization.**

**have knowledge of Sap**

**I appreciate your taking the time to review my credentials and experience. Looking forward to a positive response.**

**Thanking you.**

**Sincerely,**

**VISHAL.A. PATEL**

**RESUME**

1. NAME : VISHAL PATEL  
  
2. FATHER'S NAME : ASHOKBHAI PATEL  
  
3. ADDRESS : 81,NANDDHAM TENAMENTS,  
 B/H,MAHESH COMPLEX,  
 WAGHODIA ROAD ,  
 VADODARA - 390019  
4. NATIONALITY : INDIAN  
  
5. MOTHER TONGUE : GUJARATI  
  
6. TEL. NO. : (**0265) 2510447, 07383502556, 9998984859 (M)**7. PERSONALITY : CO-OPERATIVE & PLEASING  
  
8. MARTIAL STATUS : MARRIED  
  
9. LANGUAGES KNOWN : GUJARATI, HINDI, ENGLISH  
  
10. E-MAIL ADDRESS : [Vish0312@yahoo.co.in](mailto:Vish0312@yahoo.co.in), vishalptl58@gmail.com  
  
11. STRANGTH : HONESTY  
  
12**. SKILLS : MATERIALS & INVENTORY MANAGEMENT, IT**  
13. LANGUAGES KNOWN : ENGLISH, GUJARATI, HINDI

**14. DATE OF BIRTH : 03-12-1979**

**15. PASSPORT NO. – M2208732**

**( ISSUE DATE : 19-09-2014, EXPIRY DATE : 18-09-2024)**

**PLACE OF ISSUE : AHMEDABAD, INDIA**

* **CHILDREN : 01 ( 5 YEARS OLD)**
* **FAMILY : FATHER , MOTHER & WIFE ( 31 years OLD)**
* **READY TO WILLING TO JOIN BACHELOR STATUS**
* **HEIGHT : 175 CMS & WEIGHT : 72 Kg**

→**EDUCATION & QUALIFICATION :**  
  
1. Passed S.S.C. With Science Stream In March 1995 With 69.43 % Marks FROM GSEB, GADNDHINAGAR.  
2. Passed H.S.C. With Commerce Stream In March 1997 With 65.17 % Marks. From GSEB, GANDHINAGAR.  
3**.** Passed **B.COM. (Accounting & Auditing ) With April 2000 With 50% From M.S.University, Baroda** .  
4. **Passed DSM (Diploma in Stores Management) With 64% From Indian Institute of materials Management, Baroda in November 2006.  
5. Passed MBA (Materials Management) With 80 % From National Institute of Management ( ISO 9001 : 2000 Certified International B -School accredited by UKAS , PREMIER INSTITUTE ) in October 2007, Ahmedabad.**

**( Recognised by maharashtra state govt.)**6. Passed National IT Aptitude Test From NIIT, Baroda With ' B' Grade Marks in Sept. 2004.  
7. Passed Computerised Accounting Package (i.e. Ms- Office 2000, Tally 6.3 & Advanced Accounting - FACT, ACE ) From Institute of Computer Accountants, Baroda With 'A' Grade in Sept. - 2006.  
**8. Passed in LL.B. ( 1 Year) Completed With 52 % From M.S.University, Baroda in October - 2004.**

→**EXPERIENCE :**  
  
**1. TUBE PRODUCTS INCORPORATE**

**( PROP. TOPACK FITTINGS LTD.)**A Professionally managed **ISO (9001 : 2000) Certified company manufacturing & exporting pipe fittings( Induction bend, Skids, Flanges, pre-fabricated spools,LR Bends,Skid, Spools) and other piping products, in various grades of carbon, Alloy, Stainless steel Materials poised Annual turnover 250 Crores. ( EPC )**

**Products supplied for Various Oil, Gas, Power, Engineering, Chemical, Fertilizers, Pharmaceuticals & Steel Sectors.**  
**DESIGNATION : PURCHASE/STORE OFFICER  
→DURATION : 07 YEARS & 09 MONTHS ( 01-04-2003 TO 24-12-2010)  
WORK LOCATION : POR , DIST. VADODARA**

**JOB RESPONSIBILITES : ( PURCHASE)**1) Purchase order and finalization, Negotiation with Vendors.  
2) Vendor development and vendor visit, Supplier Selection, development and rationalization responsibility.  
3) Taking procurement for projects and timely release of documents, project sourcing, capital good & Miscellaneous goods.  
4) Monitor Supplier performance ratings and launch improvement actions.  
5) Business fundamentals, Supply -side economics, Purchase marketing, Negotiation, Quality systems, Languages Skills, legal aspects.  
6) The incumbent will be responsible for entire procurement and transportation of pipes & fittings, Various Techno-commercial discussions with suppliers.  
7) Indigenous/ Foreign sources of materials, Associated with purchase with experience of handling multiple vendors.  
8) Drawing up comparative statements, Issuing Purchase Orders Essentials, responsible for timely delivery at respective sites.  
9) Purchase of Import materials, cost reduction, costing components, material indenting & tracking order execution & Inventory management.  
. Handle procurement processes, taking into account the legal regulations, procurement directives and agreements for providing the material for product-related and/or non-product-related goods and/or services in due time, assortment and quality. Materials for product-related goods are provided internally via Inventory Control  
. Obtain, compile, evaluate tenders and make decisions  
. Prepare and assist in awarding and pricing negotiations  
. Conduct procurement negotiations after coordination with the corresponding responsible person  
. Conclude agreements within the scope of signing powers  
. Handle orders, ensure due dates, confirm orders, handle failure reports  
. Visits of sales agents - trade fairs - exhibitions - supplier visits  
. Influence prices and costs by making optimum use of competition  
. Cooperate in optimizing the stock and the use of means of transport by cooperating with Inventory Control  
. Observe the market, obtain and evaluate information on demand and price developments in connection with Inventory Control, **Working in ERP Environment.**. Document procurement processes and important processes of contractual relevance  
. Coordinate all subject-related details in connection with technological, logistic as well as engineering and quality-related contents, both internally and externally.

10) procuring bulk materials like steel, cement, chemicals and other project specific items like pipes. Familiar with materials, vendor management, exposure to best practices of procurement related to projects in ERP environment. Will identify good sources and develop them, undertake techno-commercial evaluation, follow up & coordination with QA/QC for acceptance & responsibility for quality & timely deliverables. Will lead a young team of MM professionals.

**11) Purchasing of typical mechanical bought our parts like bearings, chains, packing materials, pulleys, sprockets, rollers, gears, fasteners etc. & electricals items Wires, cables, other electricals., construction steel, cement, pumps, pipes & fittings, valves and other civil, instrument and control materials.**

12) Commercial : Letter of credit ( LCs), Bank guarantee, client’s billing, receivable management, excise, customs, sales tax, service tax, VAT.

**13) International purchasing from CHINA, JAPAN Countries of SEAMLESS & WELDED PIPES.**

**Job description**:   
  
• Source for new parts, suppliers or sub-contractors when the need arises.   
• Monitor and co-ordinate deliveries of items between suppliers (local and overseas)   
• Import of plant and machinery.   
• Assist in managing and following up overseas orders.   
• Prompt Deliveries and vendor management/ development   
• Resource allocation

STORES RESPONSIBLIES :  
  
1) Handle the inventory of raw materials.  
2) Issue /Dispatch the material based on dispatch schedule.  
3) Ensure that the requirement of central excise are material in handling in the stores.  
4) Raise materials receipt notes/ Suppliers receipt notes and maintain stocks.  
5) Handle a self -starters and should be able to carry out inventory related functions with minimum supervisions.

6) Receipt of Raw material and Packing Material as per SOP.   
7) Dispensing of Raw Materials and Intermediates.   
8) Calibration of Weighing Balances in Warehouse.   
9) Monitoring & recording of Temperature & Relative Humidity of warehouse.

**2. ROYAL KNITTINGS PVT. LTD. ( A DIVISION SAMSONS GROUP)**

**Samsons Group of Companies is one of India’s leading manufacturer of Artificial Leathercloth, Vinyl Flooring, Seating Systems & Circular & Warp Knitted Fabrics.**

**JOINING DATE : 25-12-2010 to 05-03-2011 ( 03 Months)**

A Professionally managed **ISO (9001 : 2000) Certified company manufacturing & exporting of vinyl flooring, seating systems ( automobiles Products) , leathercloth & knitting fabrics for turnover 400 crores.**

**Our Products supplied Pharmaceuticals & automobile industries.**   
**POST : MANAGER – MATERIALS ( purchase, logistics, Inventory & Dispatch)**

**LOCATION : VILLAGE : BASKA, TA. HALOL**

**JOB RESPONSIBILITES :**

1) Handle the inventory of raw materials.  
2) Issue /Dispatch the material based on dispatch schedule.  
3) Ensure that the requirement of central excise are material in handling in the stores.  
4) Raise materials receipt notes/ Suppliers receipt notes and maintain stocks.  
5) Handle a self -starters and should be able to carry out inventory related functions with minimum supervisions.

6) sale of scrap and waste materials and equipment, set up and maintain minimum stock levels for regularly consumed materials.

7) to ensure the planning and controlling the activities of procurement, manufacturing, inventory control, distribution and logistics.

8) To ensure the flow material as well as distribution for the same.

9) To examine the process at hand and steps to improvement and cost reduction.

10) To ensure the disposal of the non moving stocks as well as scrap.

11) To ensure the arrangement for the transportation on time as well as to maintain the documents for the same.

12) To ensure timely dispatch of material along with legal as well as administrative control.

13) To develop and implement the standardized system and procedures for inward and outward of materials.

14) To provide periodical MIS Reports.

15) To ensure proper inventory control including of WIP and monitor the stocks.

16) To ensure the periodical stock verification and preservation of the same at various locations.

v     Systematic Planning of production activities to achieve thehighest efficiency in production of goods.

v     Coordinate with other departments relating to production toachieve regular balanced & uninterrupted production flow.

v     To organize the production facilities like man, material etc., toachieve stated production objectives w.r.t quantity, quality, time & cost.

v     Optimum scheduling of resources and also confirm the deliverycommitments.

v     Monthly. Weekly & daily production & dispatch planningthrough MRP System

v     Knowledge of Inventory Management

v     Conversant with ERP environment

v     Capability to devise effective MIS reports

**3. PITAMBARI PRODUCTS PVT. LTD. ( A LEADING FMCG COMPANY)**

**is one of India’s leading manufacturer of Agri products, Healthcare & Homecare Products.**

**JOINING DATE : 06-03-2011 to 31-05-2013 ( 2 YEARS & 3 MONTHS)**

A Professionally managed **ISO (9001 : 2000) Certified for Annual turnover 165 crores.**

**POST : MANAGER – Materials & Supply Chain planning ( purchase, PPC, Inventory, outsourcing)**

**LOCATION : WAGHODIA, Ta. Vadodara**

**AREAS OF EXPERTISE**

* Identifying and developing potential vendors locally & globally for achieving cost effective purchases.
* Assessment of the performance of the vendors based on various criterions such as percentage for rejections, quality improvement rate, timely delivery, credit terms, wavelength, technical support etc.
* Overseeing follow-up with vendors for timely deliveries, quality checks & ensuring timely payments.
* Identifying and developing potential vendors/ suppliers for achieving cost effective purchases of materials considering time bound localization and target costs; achieving reduction in prices & implementing JIT concept.
* Ensuring optimum inventory and effecting efficient inventory controls of all input materials through monitoring of stock and Reorder levels without hampering the production process.
* Making effective use of cost analysis tools in support of strategic sourcing process, procurement costs, cost reduction metrics and bottom line performance indicators.
* Planning and managing the projects, ensuring completion of assignments within time and budgetary parameters.
* Procure Raw material of Chemical Products, With Commodities Products – Like Sesame Seeds, Red Beans, Pigeon peas, Mixed Beans, Soya Beans, Maize, Corriander Seed, Raw Castor Seeds, Cardamoms From West Bengal, Saurashtra – Gujarat, North Zone India.

Job Description

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| * Communicate with key personnel and Div. heads I the purchase, inventory control and logistics department of the organization to ensure that they understand key objectives. * Budgets and Targets: Input the yearly Budgets and Targets for the divisions within the department. * Work closely with suppliers to improve operations and reduce cost. * Maintain good relationships with strategic vendors and ensure that the flow of material remain unhampered. * Negotiate with Vendors for major Projects to make it coat effective. * Ensure the availability of inventory Items and control of stocks at all times to ensure uninterrupted production. * Liaise with other key dept. like sales, production, planning and Engg to plan purchases and inventory reduce coats and increase efficiencies in business processes. * Crate Strategic initiatives to help smooth and on time delivery of goods to customers. * Enabling the department to operate in Safe working condition. * Knowledge transfer on Code of Conduct and ethics on operations. * Ensure training and updating skills of team members for increased efficiency. * Vendor assessment. * Crate and manage KPI for the team. * Warehouse management for export customers. * Manage internal customers expatiations from Supply chain. * Maintain healthy working environment for all the team and encourage competitive spirit. * Update Management on key achievements and shortfalls * Evaluate outsourcing opportunities for non-core function to reduce costs. * Provide Management with analytical reports to make strategic decisions. * Focus on Sustainable Procurement and support companys green initiatives * Attend key seminars to keep updated on the industry * Constantly evaluate and change business processed to improve costs and operational efficiency. |

ORGANISATIONAL SCAN

Key Highlights across the tenure:

* Contributed significantly in reducing supply of all products from 45 days to 30 days.
* Successfully increased credit period of vendors from 15 days to 35 days.
* Effectuated Strategic Vendor Development & Production Planning for efficient Logistics Management in 2011-12.
* Efficiently managed production, planning & controlling (PPC) of all 3 divisions of Homecare, Healthcare & Agrocare.
* Liaised & coordinated 5 units at different locations all over India with 100% target achievement record.
* Contributed in significant increase in production output & implemented various production management tools like LEAN, JIT, Kaizen lowering the inventory carrying cost.
* Engaged in ISO Certification & management of FDA & GMP norms.
* Instrumental in increasing market share of brand product by implementing different marketing strategies
* Client servicing enhanced by providing good quality product by good co-ordination of R&D and use of production management tools like Kaizen
* Developed 5-6 suppliers/vendors developed within of 1 year.
* Contributed in saving of approx Rs.10-15 lakhs saved in last 1 year.
* Developed New Vendors near warehouse locations thereby resulting in cost savings as well as timely delivery of product.
* procurement of raw & packaging material, vendor development , vendor management, commercial quotations collections,documenting cost sheets , vendor meetings,inventory rationalization.

**4. HSE ENGINEERS PVT.LTD ( A GROUP OF VIMAL FIRE CONTROLS PVT.LTD )**  is one of India’s leading manufacturer of fire fighting equipments & safety equipment ) – Rim seal Fire Protection System.

1. UL Listed Aqua Foam Monitor , Remote Control System

2. 3D HAZ-CHEM Multi –Purpose Monitors ( Dry Powder,Foam & Water )

3. UL Listed Automatic Heat Detection System

4. Aspirating Smoke Detection System

5. Unique Fire Fighting Monitors

6. Fire Fighting Vehicles

7. Conventional Fire Fighting Equipments

8. Fire Fighting Chemicals

9. Special Utility Protective Clothing

10. Safety Equipments

11. Rescue Equipments & Systems

12. Pollution Control Equipment / Systems

**Totally Engineering products manufacturer & clients – Oil & Gas Sector Companies**

**JOINING DATE : 01/06/2013 (Present Working in last 16 MONTHS )**

**A Professionally managed ISO (9001 : 2000) Certified for Annual turnover 480 crore**s.

POST : SR.MANAGER – PURCHASE / STORE

LOCATION : Makarpura, Vadodara.

Job Responsibly :

* Receives and reviews job workshop related Requisition’ for goods and services being Purchased
* Receives and reviews the ‘Bill Of Material’ for the Job related Purchasing and ensure that all relevant information, drawings & procedures called for on the purchase requisition or any relevant specification are enclosed with the purchase order.
* Check material availability in stock prior to placing order.
* Place purchase orders within delegated autority and ensure the company is fully protected commercially
* Ensure that goods and services are procured only from approved Vendors
* Update Supplier Database whenever a new supplier is located
* Liaise with suppliers by fax, telephone and mail (as required)
* Review Purchase Requisitions with Procurement Manager before issue of P. O.
* Ensure that the purchase of ordered goods and services to internal customers
* Communicate progress of ordered goods services to internal customers
* Maintain a manual file / log of Purchase orders with Date of Purchase, Job No, level of inspection, Originator or traceability for back up of ERP
* Send RFQ’S (With all the relevant details) to suppliers.
* Negotiate with suppliers for cost effectiveness.
* Use Supplier performance and previous history (check within ERP System) of suppliers before placing order.
* Liaise/Notify with Expeditor after order has been placed
* Liaise with the accounts dept. For timely supplier payments.
* Working knowledge of INCOTERMS.
* Procurement of Raw Material & Consumable items Like Electricals, Electronics & Automation, Instrumentation & Mechanical Equipment & Spare Parts.
* **Responsible for all procurement/lining up of contract activities including vendor evaluation, vendor registration, general administration, issue of enquiry, evaluation of technical offers, obtaining clarification from the vendors on their offers,  preparation of comparison statement, negotiation with vendors, making note for approval for placement of order, placement of orders, follow up after order placement till receipt of materials, compliance of audit queries, system development & improvement, planning & coordination with other departments and  development of subordinates**.

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* 6) Receipt of Raw material and Packing Material as per SOP.   
  7) Dispensing of Raw Materials and Intermediates.   
  8) Calibration of Weighing Balances in Warehouse.   
  9) Monitoring & recording of Temperature & Relative Humidity of warehouse.

**PRESENT SALARY : 8.40 LACS P.A. (CTC)**

**EXPECTED SALARY : AS PER COMPANY’S RULES.**

**NOTICE PERIOD : 15 DAYS**

ANNUAL HANDLE PROCUREMENT : 250 CRORES.

**TOTAL EXPERIENCE** :

**09 YEARS & 06 MONTHS IN EPC COMPANY ( TOTAL SUPPLY MATERIAL IN OIL & GAS, PETROCHEMICAL,ENGINEERING & POWER PLANT PROJECT. – EPC COMPANY.**

**02 YEAR & 05 MONTHS IN FMCG COMPANY.**

( **TOTAL EXP. – 12 YEARS )**

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