**CURRICULUM VITAE**

**ABHIJEET R. DALE Address Of Correspondence**: BE (Mechanical) 284/2,SwayamSiddha Niwas, G. S. Moze College of Engineering, Rajmata Jijau Colony, Keshavnagar. Balewadi , Pune. Chinchwadgaon Pune- 411 033 University of Pune

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* **CAREER OBJECTIVE:-**

Talented and seeking a responsible job with an opportunity for professional challenges, which enables me to bring the best out of me towards the growth of organization with a sense of satisfaction and for personal development.

* **EDUCATIONAL QUALIFICATIONS:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Board/University** | **Percentage** | **Division** | **Year of Passing** |
| POST GRADUATE IN IMPORT EXPORT | Pune | 73% | Distinction | 2014-15 |
| B.E (Mechanical) | Pune | 65 % | First Class | 2010 - 11 |
| H.S.C | Maharashtra | 54 % | Second Class | 2006 – 07 |
| S.S.C | Maharashtra | 51 % | Second Class | 2004 - 05 |

* **TECHNICAL SKILLS:-**

1. AUTOCAD
2. AUTO-LISP
3. Oracle Applications
4. SAP.

* **WORK EXPERIENCE:-**

**1)** **Company Name: -** Harshal Pressing Pvt. Ltd. Kudalwadi, Pune.

**Position: -** Trainee Engineer

**Duration:**-From 1st June 2011 to 31st May 2012

**2)** **Company Name: -** Thermax Ltd., Pune ( Water Waste Solution )

**Position: -** Purchase Engineer

**Duration: -** 4th June 2012 to 15th June 2014

**3) Company Name: Vulcan Engineering Ltd**

**Position: -** Purchase Assistant (Turnkey/Kiln Project Group)

**Duration: -** 16th June 2014 to Till Date

* **MECHANICAL EQUIPMENTS :-**Pumps ( centrifugal, rubber line , screw pumps, dosing pumps ,pp pumps , submersible pumps), bowlers ( roots , centrifugal, lobe type ), imported item ( UF and RO membranes ), Furnace items Bends, Anchor Bricks, Refectory kiln, Discharge Roller, Contract Management etc, Construction Material Supply for Erection & Commissioning Site Purchase.
* **FOR PURCHASE MANAGEMENT :-**

1. Setting up the weekly, monthly, quarterly procurement plan.
2. Procurement of raw material from national and international market.
3. Development of alternative local sources for imported raw materials which helps in cost saving.
4. Purchasing material as per the contract supply with approved vendors.
5. Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
6. Liaison with the Store department to maintain optimum inventory.
7. Implementing systems to avoid situations like over-stocking or out-of-stock which cause in store of material and financial losses.
8. Liaison with finance department for timely payment of bills.
9. Developing reports on procurement and usage of material for top management.

* **JOB RESPONBILITIES:-**

1. Assist the head of department in implementing regional & global procurement strategies. Support objectives to increase cost competitiveness of capital projects and achieve cost saving goods.
2. Asst lead procurement coordinator for assigned major capital projects.
3. Interacts with various departments at site to ensure capital and maintenance requirements are to met and provide good assessments of supply of goods.
4. Ensures compliance of procurement guidelines, policies, procedures and process at site.
5. Participates in capital project team meeting, identifies areas to improve cost & schedule, mitigates risk, manage claims avoidance, negotiates contracts and purchase orders and resolves issues.
6. Major focus timely order placements, follow up and delivery of the equipments and services
7. Expediting and follow up including the visit to vendors places to expedite the materials in urgency see the readiness.
8. To work in a challenging job in supply in Import Export Dept. also to learn new skills in dynamic environment where there are opportunities to contribute to company and develop the skills & knowledge.
9. Handling shipping documents timely and accurately. Made and inspected for import shipping documents. Reported to import status & cost upon shipping done. Monitored payment of for suppliers. Made balance process Contracts.
10. Clear the material to pay custom duty and provide the all related documents required to CHA.
11. All process to Pre & Post Shipment to follow in Advance. Calculate the duty amount to pay at custom clearance

12) To manage all Purchase related work like Purchase Enquire, Preparing Comparison Chart   
 Negotiation with suppliers & procuring the Materials etc.

* **KEY AREAS:**
* **STRATEGY:**

To develop review & ensure effective implementation of company growth & strategy ensure a structured approach to procurement across a wide range of goods & services to maximize value for money, support individual strategies across the group. To provide professional advice and champion the benefits to all staff & vendors on procurement strategy, thinking behaviors & to ensure all recognize the important of efficient and effective procurement.

* **OPERATIONAL:**

To support negotiations with preferred partners where the contracts are significant, taking due to account of all procurement legislation, as it may apply and change from time to time. Keep abreast of development in purchasing and procurement and brief the senior staff on their implications as necessary. Produce & present reports for group operational boards, group leadership Team on proposed initiative of projects. Maintain strong relationships with relevant sector organizations and government departments that enable for company to influence policy and standards. Develop sourcing plans and activities, enable powerful and objective supplier selection and contracting capability with negotiate on going continuous improvement activities, implement contract and resource management training programme across group and where appropriate provide direct training to individuals or groups.

* **PERFORMANCE AND REVIEW:**

To measure monitor 7 report on progress against the strategic goals to management and Executive Boards. To prepare annual action plan setting out key objectives for procurement for agreement by group leadership team. To establish and deliver aggressive cost management targets and performance indicators to demonstrate value for money from strategic procurement services. Carry out review of all key points of all procurement actions considering learning points to carry forward and disseminated.

* **FINANCIAL MANAGEMENT:**

Prepare manage and control all budgets under the post holder control, ensure compliance with targets, standing orders and in house financial process. Monitor expenditure being alert to and taking prompt action where variances arise or are indicated.

PEOPLE MANAGEMENT:

Leads motivate & develop the team to provide a professional & high quality service to customers & clients. Monitor & measure individual performance, taking prompt & effective action to ensure that perform is address in time manner with company relevant process. Ensure that suitable training instruction and communication in place so critical for inform & advice.

GENERAL DUITES:

Promote & maintain a customer focus in line with group of company, to active approach good time delivery of material, in focus quality, stability and on time delivery. Ensure there will be not site complaints, short supply of material, all the process of import export documentation for clearance, filling up excise returns, DGFT process, RCMC documents for exports.

* + **STRENGTHS:**-

Punctual, Confident, Enthusiastic and determined

* **HOBBIES:-**

Drawing, Reading, and Cricket.

* **PERSONAL DETAILS:-**

Father’s Name : Dale Ramchandra Shankar Date of birth : 29th April 1989

Gender : Male

Marital Status : Single

Passport No : M3685853

Language known : English, Hindi, Marathi.

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place: (Abhijeet R. Dale)**