**Application Cum Resume**

**DINESH KUMAR**

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**CARRIER OBJECTIVE :-**

* Seeking suitable position to utilize my skills and abilities with 6 Years & 7 Months of experience in Purchase Department for the improvement of organization.

**WORKING EXPERIENCE (6 Years and 7 Months) :-**

**M/s Somany Ceramics Limited** as Executive (Purchase) **– 03rd Jan 2011 – 30th July 2014**

**M/s SKS Engineers** as Sr. Executive (Purchase & Store) **– 1st August 2014 – 31st March 2015**

**M/s International Panaacea Limited** as Sr. Officer (Purchase & Logistics ) **– 1st April 2015 – Till Date**

Presently working with **“M/s INTERNATIONAL PANAACEA LIMITED**” **New Delhi – 110 001 (Head Office)**. International Panaacea Limited is a professionally managed and highly technologically-driven company with innovative biological (microbial based) products, offering 100% safe and natural solutions for crops. IPL has a wide biological product portfolio that includes, seed treatment product, bio fertilizer, bio pesticides, bio fungicides, bio insecticides, plant growth promoter and decomposer with an all India marketing & distribution network. IPL products are successfully tested & exported to various international countries (Russia, Nepal, Bangladesh, Pakistan, Malaysia, UK, Sweden, Trinidad & Tobago, Turkey, Spain etc.) with excellent experience by customers.

* Current CTC : Rs. 3.10 Lac (Annually)
* Expected CTC : Negotiable

**CURRENT KEY RESPONSIBILITIES HANDLE** :-

**Purchase Department :-**

* Receive indents from plant, marketing, R&D and head office.
* Ask quotations from vendors.
* Negotiate with vendors for price/delivery/payment terms.
* Make approval/comparison sheets after receiving of indents from plant/marketing/R&D/head office.
* Make purchase orders of raw material/chemicals/packing material/marketing promotional items/plant maintenance items/office maintenance items etc.
* Send purchase orders to the vendors through email and get the confirmation for the same.
* Regular follow-up with vendors to deliver the material as per delivery terms mentioned in purchase orders.
* Monitoring of purchase orders by making excel sheet and update the same on daily basis.
* Receive GRIN’s (Goods Receipt & Inspection Note) from plant/R&D/head office.
* Review and approve vendor’s invoices before hand over to the accounts department after confirming the delivery of materials.
* Make deduction note if any discrepancy found in vendor’s invoice & purchase order and send the same to the vendor’s through email.
* Follow-up with accounts for vendor’s payment as per purchase order terms.
* Send vendor’s cheque by courier and email with complete details of payment made by cheque.

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* Make MIS reports for pending purchase order, pending indent, total purchase on monthly basis.
* Maintain updated vendor’s list.
* Sourcing of new vendors for healthy competition.
* Verify and analyze the performance of existing vendors and maintain the evaluation records.
* Knowledge to maintain store inventory and ensured that items are stocked properly.
* Knowledge to manage all store inventory reports (Inward and Outward).

**Import/Export Logistics :-**

* Asking for quotations from freight forwarders as per requirement like FOB/door delivery/CIF.
* Negotiate with freight forwarders on costing.
* Making of approval/comparison sheet as per requirement.
* Coordinate with plant for dispatch of material to freight forwarder warehouse.
* Arrange local transportation when required.
* Arranging of documents related to shipment.
* Making of work order as per shipment requirement.
* Follow-up with freight forwarders for custom clearance of material and other activities.
* Getting confirmation from overseas for receiving of material.
* Receiving of freight forwarders invoices.
* Making of bill passing memo on behalf of freight forwarders invoice and work order.
* Submit the bill passing memo along with forwarder invoice and relevant documents.
* Follow-up with accounts for forwarder’s payment as per work order terms.
* Sending of forwarder’s cheque by courier and email with complete details of payment made by cheque.
* Making of MIS of export shipments on monthly basis.
* Arrange pre and post shipment documents for custom clearance of import shipment and arrange the delivery of shipment at required location.
* Sourcing of new freight forwarders for healthy competition.
* Verify and analyze the performance of existing freight forwarders to maintain the evaluation records.

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**QUALIFICATION :-**

* Completed M.B.A from Maharshi Dayanand University, Rohtak (2014).
* Graduate (B.Com – Hons.) from Maharshi Dayanand University, Rohtak (2010).
* Intermediate (10+2) from H.B.S.E. (2007).
* Matriculate from H.B.S.E. (2005).

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**TECHNICAL QUALIFICATION :-**

* Having Diploma in Computer Hardware Networking from ZAD Institute of IT and Management, Bahadurgarh, Dist. Jhajjar (Haryana).

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**COMPUTER PROFICIENCY :-**

* Having very good speed in English Type Writing on Computer with approx. 60 WPM respectively.
* Able to work in MS Office 2010, Internet, Email.
* Knowledge of Tally, ERP-9.
* ERP Efficient (Microsoft - Navision).

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**KEY SKILLS :-**

* Adaptability
* Positive Attitude
* Focus on Priorities

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**PERSONAL PROFILE :-**

Father’s Name : Sh. Anand Kumar

Date of Birth : 30th August, 1990

Gender : Male

Language Known : Hindi, English

Nationality : Indian

Marital Status : Married

Address : House No. 410/19, Kath Mandi, Railway Road,

 Bahadurgarh – 124 507, Dist. Jhajjar (Haryana)

Place :

Date : **(DINESH KUMAR)**