# Curriculum

# Vitae RAJEEVRANJAN

House No -29,

Sector-55,

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**OBJECTIVE**

To innovatively add value to the team and work in a creative and challenging environment, where I could constantly learn and gain expertise and enhance my skills to accomplish progressive goals and achieving targets set by the management.

**Academic Qualification**

* Pursuing MBA (4th Sem- Final Year) in MM from KSOU.
* Passed B.A. from Allahabad University.
* Passed 12th from Haryana Board.
* Passed 10th from Haryana Board.

**Technical Qualification:**

* **Diploma in Mechanical** from EIILM University, Sikkim (Affiliated from UCG & AICTE**.)**

**Computer Skills:**

* Basic Knowledge of MS-Office.
* Efficient in using Internet.
* Operating System: Window 98, 2000, 2003, XP, Vista.
* Good Knowledge to run ERP System

**FIELD OF WORK:**

* Purchase

**TotalExperience: 6+ Years**

1. The Organization: M/s. Oswal Casting Pvt. Ltd. (Oswal Group) as a Purchase Executive, Plot No.

21-23, Sector – 25, FARIDABAD.

Work Experience: October 2009 to August 2012

COMPANY PROFILE: M/S OSWAL CASTINGS PVT. LTD. (Formerly Known as OswalElectricals) is an

ISO 9001-2000 & TS 16949-2002 certified company is engaged in the manufacture and supply of the Aluminum Casting Part’ Casting to Metal Bonded Part’s, Automotive Parts Such as a Clutch Cover, Rider Foot Rest (L & R), Pillion Footrest (L&R), Handle Pillion ( L & R), Handle Grip, Cover magneto (U-90 Black & N-90) Rear Panel (Victor, centra, U-121) Electrics Parts, as a (washing machine, auto electrics parts) We are manufactures all type of Auto Bike parts. Oswal Castings Pvt. Ltd. having 21 pressures dies casting machine of the company (only one plant).

**Main Customers.** Hero Honda Motors Ltd., TVS Motors Ltd. Yamaha Motorcycle India Ltd., Electrolux Ltd. USA).

1. The Organization: M/s. Arkay Fabsteel Systems Pvt. Ltd. as a Sr. Purchase Executive, Plot No.

306, 314 & 315, Sector – 24, Faridabad.

Work Experience: August 2012 to June 2015

COMPANY PROFILE: M/S ARKAY FABSTEEL SYSTEMS PVT. LTD. (Formerly Known as Arkay Industries) is an ISO 9001-2000 certified company is engaged in the manufacture and supply of the Sheet Metal Components, Heavy Fabrication Parts Such as a Cabin, Hyd. Tank & DSL. Tank, Cross Box, Torission Tube, Yoke, We are manufactures all type of Sheet Metal parts. Arkay Fabsteel Systems Pvt. Ltd. having 1 – Laser Cutting M/c, 01 Plasma Cutting Machine-01 Nos., Bending M/c-01 Nos. of the company.

**Main Customers:**JCB Ltd., MUL, ITL, TEREX, ECEL.

1. The Organization: M/s Raghunath Equipments Pvt. Ltd. (Mectech Group). – Corporate Office as

a Purchase Incharge, Udyog Vihar, Phase-II, Gurgaon.

Work Experience: June 2015 to till date

COMPANY PROFILE: **M/s RaghunathEquipments Pvt. Ltd. (Mectech Group)**

**MECTECH GROUP** has succeeded in heralding a technological revolution in **solvent extraction**, **chemical** and **physical refining**, vanaspati, interesterification, **dry fractionation of palm oil**, dewaxing and **winterization of rice bran oil** and allied fields through its continued emphasis on achieving qualitative and quantitative improvements in production by modernization and renovation. All the turnkey projects undertaken by **MECTECH** today reflect the latest, most sophisticated and best available state-of-the-art in technology which under no circumstances faces the risk of failing the test of time.

**Key Responsibility**

**Job Profile: Purchase**

* Purchase of Raw Material like as- MS & SS Steel Sheet & Plates from Indian Steel Manufacturer Like- SAIL, ESSAR, TATA, JINDAL & BHUSHAN STEEL etc.
* Planning & Purchase of Draw Pipe & Standard Pipes (Round & Sq.) from Manufacturer & Traders.
* Mechanicals, Electrical items, Hardware items, PVC, Rubber components Procurement as per min.-max. inventory.
* Fabrication item, Job work, Plasma, T.P.P., Press Brake.
* Compare and Negotiate the Price of Materials.
* Planning of BOP items as per customer schedule.
* Ensuring right material is received as per procurement and planning.
* Process purchase requisitions & orders within purchasing authority
* Preparation of Purchase Orders related with Purchase Indents.
* Control purchasing department budgets.
* Coordinates and resolves problems with end user departments and suppliers
* Prepare and maintain purchasing records, reports and price lists
* Assist in resolving Accounts Payable invoice discrepancies and variances after Accounts Payable make initial inquiry.

**Vendor Development**

* Supplier evaluation and registration.
* Development of new components.
* Development of alternate resources.

**Inventory Controls**

* Classification of Components/Spares Parts.
* Redefining Inventory Norms.
* Scheduling to maintain Inventory levels.
* Dead stock prevention and clearance.

**Cost Saving:**

* Supplier’s process study and Evaluation, Second Sourcing based on cost, quality, & standard.

**Skill Base:-**

* Excellent Negotiation skills.
* Better Sourcing background.
* Ability to work under stress and good adaptability with flexibility

**Oswal Casting Pvt. Ltd. Job Roles:-**

* Making of MIS reports of Daily Purchases.
* Planning & Control of Stock + Non Stock items and determined Min. / Max. / Re-Order

level of holding inventory.

* Send enquiries to different sources of required Items by email.
* Compare and Negotiate the Price of Materials.
* Processing Purchase Requisition of different department & day to day co-ordination

with department.

* Responsible for Job Work to the parties.
* RGP clear to Job work parties.
* Reconciliation the outstanding material of job work with vendor.
* Preparations of monthly schedules and follow with parties.
* Purchase & expedite the supply of raw materials, capital-equipments, spare parts & shop supplies exactly as per production plan.
* Procurement of raw material (C.I. Bush, C.I. Rings, C.I. Plungers, MS Pins & Corr. Boxes) & follow up with vendors for timely delivery.
* Ensuring right material is received as per procurement and planning.
* Preparation of Purchase Orders related with Purchase Requisitions (PR).
* Recovery of Sales Tax forms to parties.
* Search Vendor in market for new source.
* Preparation of TS 16949 (Audit) Document file.
* Vendor Development.

**Strength**

* Listening Skills – attentive hearing; demonstrating understanding from what has been expressed
* Organizing/Planning Ability – problem solving and time management skills; meeting as well as working

under deadlines; goal setting based on priorities

* Keen to learn new Concepts.
* Ability to work harmoniously in a group.
* Willingness to work hard.

## Personal Information

Date of Birth 2ndNovember 1989.

Father’s Name Sh. Parmanand Singh

Marital status Single

Sex Male

Nationality Indian

Hobbies Reading books, playing cricket, and listening music

Languages Known Hindi & English.

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

**Date:**

**Place: (RAJEEV RANJAN)**