

ANURAG SINHA

rs3661610@gmail.com

9458612148, 9639900269

CAREER SUMMARY

- More than 6 years of experience in various facets of procuring materials from national marketers.
- Expertise in developing local vendors, reducing the cost of procurement of material
- Successfully implemented vendor development programmes including training for vendors
- Experienced with implementing systems of inventory management avoiding over stocking
- Working knowledge of ERP – **eMPro ERP Solutions**

KEY SKILLS

For Purchase Management

- Setting up the weekly, monthly, quarterly procurement plan
- Procurement of raw materials from national market
- Planning and budgeting of purchase functions, involving cost estimation
- Liaison with the production department to maintain optimum inventory
- Implementing systems to avoid situations like over-stocking or out-of-stock which causes production & financial losses
- Liaison with finance department for timely payment of bills
- Developing reports on procurement and usage of material for top management

For Vendor Development

- Effective management of vendor database
- ABC classification of vendors on the basis of criteria like cost, quality & timely delivery, etc.
- Conducting training for vendors to educate them about company's requirements and help them in improving their performance
- Evaluating vendors and negotiating the price, delivery schedule and terms & conditions with them
- Timely clearance of payments & handling vendor inquiries
- Running programmes to evaluate vendors, based on the feedback from the internal stakeholders
- Developing reports on various programmes run for vendor development for top management

EMPLOYERS

- **June 2019 till Present** – Assistant Manager Purchase – Ankur Lighting
- **Jan 2018 till Dec 2018** – Senior Purchase Executive – b.I Agro Oils

- **Jan 2016 till Dec 2017** – Customer Relationship Manager – Tata Motors
- **Jan 2015 till Dec 2016** - Customer Relationship Manager – HCL Technologies
- **1st Jan, 2014 till Dec, 2014** – Purchase Executive – Positive Plastics India Pvt. Ltd.
- **10th March,2008 till 31st Dec, 2013** - Purchase Assistant – Motherson Automotive Technology & Engineering Ltd, Noida

KEY RESPONSIBILITIES HANDLES

- High levels of integrity & professionalism in transactions & conduct with suppliers
- Responsible preparations & execution of purchase order and sending the same to suppliers and sub-contractors
- Experience in department coordination & Inter departmental relations
- Coordinating with production planning to meet customer priorities
- Selection of appropriate supplier & negotiating with supplier and strong knowledge in new supplier searching, creating adequate source and supplier identification.
- Development of new components with the suppliers and experience in localization of components
- Releasing monthly schedules, procurement of materials, spares & consumables
- Monthly planning for sub-contract operations as per production schedule and ensure the availability of raw materials in time to production
- Supplier assessment and conducting vendor audits at regular intervals
- Obtaining quotation from the suppliers and negotiating rates with the suppliers, making PO and sending the PO through mail and obtaining the material for the following department within a fixed time as decided by the higher management for the company
- Pre-planning the comparative chart for miscellaneous as well as raw materials
- Finalizing the rate & quantity with GM – Commercial and getting approval time to time
- Raising the purchase order and sending it to the vendor through E-mail
- Follow-up the material status vigorously with the suppliers to ensure the dispatch on time for production
- Interaction with Finance & Accounts department to release the payment to the vendors as per supply terms
- Interaction with quality control department for the report and get back to the vendors in case of material rejection situation from store
- Knowledge of import documents
- Making work order for factory work
- Follow-ups with custom house of agent for the imported material
- Knowledge of FIFO, LIFO

EDUCATIONAL QUALIFICATIONS

- MBA/PGDBM in Operations from Indira Gandhi National Open University. New Delhi
- Graduation from Rohilkhand University, Bareilly

COMPUTER KNOWLEDGE

MS Office (Word, Excel, PowerPoint, etc.)

PERSONAL DETAILS

Father's Name : Mr. Rajesh Kumar Sinha

Date of Birth : 15th June, 1980

Marital Status : Unmarried

Languages Known : Hindi, English

Permanent Address : House No. - 250, Airforce Aloknagar, Behind Anameep
Public School