**ANURAG SINHA**

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**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 loses
* 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 stake holders
* 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