**CURRICULUM VIATE**

**NAVEEN KUMAR**

Email ID –nbhumla93@gmail.com,

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House no. 126, Gali No. 6, Hans Enclave, sec -33, Gurugram**.**

**CARRIER OBJECTIVE:-**

Individual with through experience about procurement analysis process of an organization. Looking forward to function as a proficient procurement Analyst in renowned organization and utilize my skills, knowledge and experience to their best effect.

**PAST EXPOSURES:-**

* Working with **ND SYSTEM ‘N’ DECOR** as a Sr. Admin & Purchase Analyst from past 1.6 year.
* Worked with **BATS ON DELIVERY.COM (Batman Delivers)** as an administration executive since 1st June’2014 to July 2016.

**SUMMARY SKILLS:-**

* Setting up the weekly, monthly, quarterly procurement plan.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Developing reports on procurement and usage of material for top management
* Well versed in communicating effectively with knowledge of basic computer applications.
* Hands on experience in testing quality of various products and processes with sound knowledge of standard quality testing.

**JOB ACCOUNTABILITIES:-**

* Effective management of vendor database.
* Daily Plan and ensure proper cleanliness of the office premises.
* Supervise the work of all security staff.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Maintenance of all company property in proper condition.
* Handling Smooth functioning of office transport.
* Timely procurement and distribution of stationery.
* Conducting trainings for vendors to educate them about company’s requirements and help them in improving their performance.
* Handling and ensure that all utility functions across locations are running smoothly
* Attending outside auditors for different audit process from time to time.
* Timely clearance of payments & handling vendor inquiries.
* Shortlisting the product and procuring the items as per standards.
* Maintaining the stock of material without any variance by conducting stock verification and documentation.

**CERTIFICATION:-**

* Having one year diploma course from Frankfinn Institute in Management.

**QUALIFICATIONS:-**

* Pursuing MBA from MDU, Rohtak.
* B.com from Manav Bharti University in 2015.
* 12th passed from Govt. Senior Secondary School from HBSE Board.

**PERSONAL ATTRIBUTES:-**

* Honest, Hardworking, Enthusiastic and Punctual.
* Achieving a level of satisfaction in all my endeavors**.**
* Ability to self-motivate, multi-task and independently or within a team.

**HOBBIES:-**

Listening to music, chatting with friends, watching movies and playing cricket.

**PERSONAL DETAILS:-**

* Father‘s name Sh. Inder Singh
* Date of birth 03/01/1993
* Languages Known English & Hindi
* Marital Status Married
* Nationality Indian
* Permanent Address H. No.-437, VPO.- Barsi, Distt.- Bhiwani(HR.)

**DECLARATION:-**

I here declare that the information furnished above is correct and complete to the best of my knowledge.

**DATE:**

**PLACE: (NAVEEN KUMAR)**