

CURRICULUM VITAE

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Career Objective

Dedicated and detail-oriented Purchase Engineer with a Bachelor's degree in Electrical Engineering and 3 years of professional experience in procurement and supply chain management. Skilled in vendor development, cost negotiation, cost optimization, and ensuring timely delivery of quality materials. Seeking to leverage expertise to contribute to the success of a dynamic organization.

Professional Experience

Nashik Metal Dust, Nashik

Procurement Engineer

(June 2024-Oct 2024)

Roles & Responsibilities: -

- Procurement of Capital expenditure product & relays manufacturing assembly product plus transfer kit product.
- Analyzed procurement needs as per sales order and planning of material according to it.
- Executing monthly schedule order according to planning sheet in cyber edge ERP.
- Maintaining E- Kanban procedure for smooth production.
- Updating daily tracker with all the details of material.
- New vendor development, passing quality norms, payment terms, delivery terms, etc.
- Negotiation with vendors to secure favorable terms of cost, achieving a [X%] reduction in procurement costs.
- Managed inventory levels to ensure optimal stock availability without overstocking.
- Collaborated with engineering and project teams to align procurement with technical requirements.
- Ensured timely delivery of materials, mitigating project delays and enhancing operational efficiency.
- Sending vendors their OTD Performance report.
- Adopting company and employee growth activities like Daily Small Improvement (DSI).
- Practicing TCS Ion system.

Achievements: -

- Got recognize by saving near about 75000 Rs annually by switching to new vendor discovered by me. (silver coated copper brazing rod procurement)

Gogate Electro system Pvt Ltd , Nashik

Sourcing Engineer

(Sept 2022-March 2023)

Roles & Responsibilities: -

- Searching for new vendor, communication, handling vendor visits.
- Quotation comparisons handling and short listing/ decision making.
- New vendor management, relationship building.
- Vendor creation, Item creation, allotting rate to item on cyber edge ERP system.
- Going for competitive price procurement on new project order from approved vendor.
- Executing purchase documentation (PO) on cyber edge ERP.
- Maintained accurate records with master tracker.
- Following up and ensuring timely delivery of material.
- Adopting company and employee growth activities like Daily Small Improvement (DSI).

Procurement Engineer

(April 2023-March 2024)

Roles & responsibilities: -

- Executing purchase orders according to indent/ requisition/work order generated by stores department on cyber edge ERP / TCS ion system.
- Maintaining master tracker, follow ups, ensuring on time delivery.
- Having track over material receiving note and goods receiving note with the help of cyber edge ERP / TCS ion system.
- Vendor visits for betterment of procurement procedure and maintaining positive relationship with vendor.
- Importing rare electronic components like IC's, Relays, Mosfets, Capacitors, Resistor.
- Handling communication with international vendors
- Assisting decision making of custom clearance term for import.
- Chims certification filling for IC's of HSN Code 8542.
- Adopting company and employee growth activities like Daily Small Improvement (DSI).

Achievements: -

- Did cost reduction and saved 4 to 5 lacs in the financial year 2023 to 2024.
- Won the awards in extra curriculum activities / sport day activities.

Subal Electronics, Nashik

Assi. Production engineer/Sales & Marketing Executive

(Feb 2022 To Aug 2022)

Roles & Responsibilities: -

- Searching for industrial consumers of automatic capacitance & Tan delta test kit, automatic and manual oil BDV test kit, Digital Capacitance meter, high voltage testers. Etc.
- Searching and applying for trending and latest government railway tenders on GEM Portal.
- Checking quality and testing of electrical kit with acceptable tolerance values.

Education**Bachelor of Engineering (BE) in Electrical Engineering**

Savitribai Phule Pune University,

Graduated: [JULY/2020]

Key Skills

- Procurement and Supply Chain Management
 - Vendor Negotiation and Relationship Management
 - Inventory Control and Optimization
 - Cost Analysis and Budget Management
 - ERP Systems
 - TCS Ion system
 - Strong Analytical and Problem-Solving Skills
 - Excellent Communication and Team Collaboration
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Personal Information

- **Date of Birth:** 08/09/1998
- **Languages Known:** English, Hindi & Marathi
- **Nationality:** Indian

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above-mentioned particulars.

Place : Nashik

Date : 20/12/2024

Neha N. Kedare