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## CURRICULUM VITAE

**Name:-**

**SAROVAR KUMAR SINGH.**

**Address of Correspondence:-**

1 C/2, Vidyapati Rd., B-Zone, Durgapur, West Bengal,

Pin-713205

India.

**E-Mail:-**

**sarovar10@gmail.com**

**Mobile No.:-**

**+91 8436197005/ 8617019223**

**Educational Qualifications:-**

* **Diploma in M.E, LPU Punjab.**
* **LEVEL-II in NDT, Techno-Weld, West Bengal.**

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| **Level** | **Duration** | **Institution** |
| DIPLOMA IN M.E | 2013 | Lovely Professional University,  Punjab. |
| H.S.C | 2011 | Kendriya Vidyalaya, Durgapur, West Bengal. |
| S.S.C | 2008 | Kendriya Vidyalaya, Andal, West Bengal. |

**Some of the Import/ExportProject Execute by Me --.**

* Project – NTPC Kerendari, Client – **L&T**
* Project – Kalinganagar, Client – **ISGEC**
* Project – Utkal Alumina, Client – **FLSmith**
* Project – TSJENCO, Client - **Hamtek**
* Project – Shivam Cement, Nepal Client – **Humboldt Wedag PVT. LTD**.
* Project – Malwa, Dhamra Port, Paradeep Port Client – **L&T**
* Project – Nalco, Utkal Alumina Client - **FLSmith**
* Project – KINYEREZI II 240MW CCPP, Tanzania, Client – **Paharpur Cooling Tower LTD. , via TPSC India PVT. LTD.**
* Project – LD2 TATA Steel Plant(STACK), Client – **Primetals Technologies India PVT. LTD.**
* Project – SP#4 TATA Steel Plant, Client – **GEA Process Engineering India PVT. LTD.**
* Project – Ladle Cover, Pusher Beam, Buckstay, Client – **Durgapur Steel Plant.**
* Project – HPCL Mittal Energy LTD., Client – **ISGEC Heavy Engineering LTD.**

**Objective:-**

To be associated with a progressive organization that gives scope for continuous learning and provides application of knowledge and skill that can be aligned to the latest trend and be part of a team that dynamically works toward the growth of the Organization and the self.

**Experience:-**

* Right now working in KAVERI ULTRA POLYMERS PVT. LTD., KOLKATA.

as a Purchaser from Feb-2018.

* 4Years 7 Months in JAS Equipment and Engineers Pvt. Ltd., Durgapur, West-Bengal as Structural Engineer in structural division. Name of our clients— TPSC, ALSTOM, PAHARPUR COOLING TOWER LIMITED, THYSSENKRUPP, NTPC, BHEL, BRIDGE & ROOF etc.

Possess excellent interpersonal, communication and organizational skills with proven abilities in team management, customer relationship management and planning.

**Job Description**

* Float enquires based on the PRs.
* Follow-up for offers, organize meetings for techno-commercial specifications & finalize commercial specifications with various suppliers.
* Prepare cost estimates & price comparison.
* On selection of supplier based on purchase guidelines, prepare the purchase recommendation for approval & release Purchase Order.
* Monitoring the progress to ensure timely delivery, processing the supplier’s invoices.
* Coordinate with inspection agencies and customers on a timely basis.
* Develop and implement purchasing and contract management instructions, policies and procedure.
* Reconciliation of materials.
* Dispatch Planning.

**Language Proficiency:-**

* English, Hindi, Bengali and Punjabi

**Strengths:-**

* Good Oral, Written Communication & Presentation skills
* Good Up-seller
* Strong Fundamental Creative thinking for development
* Good Team player

**Hobbies:-**

* Playing Cricket and Adventure

**Interests:**

* Quality.
* Execution.
* Planning.

**Personal Data:-**

* Date of Birth : 29th Aug, 1991
* Sex : Male
* Nationality : Indian
* Marital Status : Single

I hereby declare that the above particulars are to the best of my knowledge and beliefs.

**(SAROVAR KUMAR SINGH)**