

# Tarachand Jangir

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## **SUMMARY OF QUALIFICATIONS:**

- More than 5 years of experience in Purchasing, Business Development Executive and Human Resources professional field.

## **Professional Experience:**

**Qutone Ceramics Pvt Ltd. Morbi**  
**Purchasing Assistant Engineer**

**Jan'19 – Till Now.**

**Description:** It's a Ceramics Industries where I am handling the tasks of researching new vendors, tracking deliveries and updating order records. I keep on top of a company's supply needs, vendor development relationship, direct and indirect purchase, cost saving projects and project management. Seeks out high-quality goods and negotiates reasonable prices on orders.

## **Responsibilities:**

- Maintain strong working relationships with our vendors and creating new vendor development via sourcing.
- Review purchasing agreements with vendors and maintain open lines of communications with those vendors.
- Stay up to date with industry trends and establish long-term purchasing arrangements with vendors when it is beneficial to the company.
- Monitor stock levels and identify purchasing needs.
- Track orders and ensure timely delivery for direct material suppliers.
- Conduct market research to identify pricing trends and sourcing new vendor development for better price and quality material.
- Evaluate offers from vendors and negotiate better prices.
- Conducting product research and creating RFQ, Negotiation and Project Management.
- Establishing professional relationships with clients as well as vendors and suppliers.
- Sourcing materials, goods, products, and services and negotiating the best or most cost effective contracts and deals.
- Reporting on weekly and monthly basis for concerned task to higher management.
- Ensure RFQ, PI, Negotiation, PO, Supply Chain Management, Direct and Indirect Purchase for particular material.
- Preparing plans for the purchase of equipment, services and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Preparing budgets, cost analyses report, managing inventory management.
- Purchasing all type of Electrical item, Mechanical item, Raw material, IT equipment's, general item, furniture, construction material, F&B and services.

**Environment:** SAP, Excel, ERP, Power point, Word, Calling to Vendor.

**Parsley Innovations, Jaipur**  
**Technical Recruiter**

**June'17 - Oct'17**

**Description:** Its' a USA based recruitment process. Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline. Assigned the tasks of utilizing on-line database, candidate referrals, internet and networking to identify potential candidates.

**Responsibilities:**

- Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
- Assigned the tasks of utilizing on-line database, candidate referrals, internet and networking to identify potential candidates.
- Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization.
- Established business contacts in target markets through telemarketing, direct mail campaigns, trade show participation, and vendor relationships.
- Responsible for recruiting and maintaining good relationship with existing candidates of the organization.
- Responsible for market research and analysis.
- Expanded network of the company with large IT groups like Cognizant, Us Bank, Modis, USM Business System, Federal bank, TCS, Infosys, Wipro, Birla soft etc.

**Environment:** Evernote, Excel, Word, PowerPoint, Paint, Internet, Mail, Calling to Vendor.

**Ind Foster Services LLP, Hyderabad**  
**Business Development Executive**

**Aug'14 - Jan'17**

**Description:** A business development executive is a senior manager tasked with the job of helping his or her business grow and therefore, they are high-level sales professionals.

Their priority is to assist their companies acquire new customers and sell additional products or services to existing ones; this means the role is a crucial one for any business with the ambition to expand or the necessity to diversify its clientele. It also means that effective business development managers are in high demand in nearly every job sector there is, including business-to-business, business-to-customer, and even non-profit organizations.

**Responsibilities:**

- Identifying new sales leads.
- Pitching products and/or services.
- Maintaining fruitful relationships with existing customers.
- Researching organizations and individuals online (especially on social media) to identify new leads and potential new markets.
- Client Interaction, Client Management, Business Development and Lead Generation are required.
- Researching the needs of other companies and learning who makes decisions about purchasing.

- Contacting potential clients via email or phone to establish rapport and set up meetings.
- Planning and overseeing new marketing initiatives.
- Contacting clients to inform them about new developments in the company's products.
- Negotiating and renegotiating by phone, email, and in person.
- Developing sales goals for the team and ensuring they are met.

**Education:**

B.Tech (Electronics & Communication Engineering) –Jecrc Udml Collage of Engineering Jaipur in 2014 (66.80%)

10<sup>th</sup> P.B.V.A.V.M Didwana from R.B.S.E (79%)

**Honors & Activities:**

- Prize and Participation in various activities during school and college life.
- Participating in “53<sup>rd</sup> National School Games Handball Championship 2007”

**Certificate:**

- “Entrepreneurship Awareness Camp” from MNIT Jaipur.
- “Internship” from The Multi-metals limited Kota.
- “Android with java” from My Tectra Bangalore.
- “RSCIT” from Vardhman Mahaveer Open University, Kota
- “CCC” from National Institute of Electronics and Information Technology.