**CURRICULAM VITAE**

**SACHIN**

H. No.- 316 A

VPO- ALAWALPUR

THE & DISTT.-PALWAL

Mob:-7015035535

Email-id:-sachindager571@gmail.com

**Career Objective:-**

To be a part of a team of professionals and work in a dynamic environment that provides me a wide spectrum of experience and exposure. Looking forward to take up responsibility and challenges in life.

**Professional Qualifications:-**

B.Tech. in **Mechanical Engineering** from MDU in (2014- 2017).

**Professional Summary 4years + Experience:-**

|  |  |  |
| --- | --- | --- |
| Organization | Duration | Designation |
| Mark Exhaust system ltd | March 2020 – Present | Asst. Engineer (Purchase) |
| Badve Engg. Ltd. | Oct 2017 – Feb 2020 | Jr. Engineer (Purchase) |

**Professional Experience:-**

* I am Working with Mark Exhaust Systems Ltd. In PURCHASE as a **Asst. Engineer** Mark Exhaust is Joint venture of Maruti Udhyog Ltd. Mark Exhaust is leading manufacturer of Shock absorber to various OEMs like Maruti Suzuki.
* I have worked with Badve Egg. In PURCHASE as a **Jr. Engineer** BADVE ENGG is a leading manufacturer of Shocks absorber to various exports Brazil and OEM like Suzuki.

**Major Responsibilities:-**

* Responsible for Material planning and procurement, Daily shortage Reports.
* Planning and procurement of Materials like Sheet Metal & BOPs as per Customer requirement & Schedule RUBBER & PLASTIC Parts also.
* Release of PO and follow –up with vendors.
* Responsible for doing supplier account reconciliation.
* Collecting monthly production plan from PPC.
* Releasing monthly schedule to suppliers.
* Following up with supplier for timely delivery.
* Maintaining plan vs. actual for the given schedule.
* Ensure that payment should be release from accounts dept. to our supplier in the given period of time to avoid future lack of sourcing.
* Keeping regular tracking of the vehicles reported & co-coordinating with the Stores dept. to ensure its timely unloading.
* Vendor Up gradation- By Improvement Workshops & Trainings with coordination of quality.
* Assuring quality of product at vendor end by conducting regular audits (VSA).
* Preparation of MIS of department.
* Monitoring Schedule V/s receiving to avoid Crisis.
* Reviewing RM coverage & FG availability at supplier end on weekly basis Via Email.
* Monthly Planned supplier audits for checking Process, Machine Maintenance Record to avoid breakdown, Tool condition, & other documented reports.
* Giving Cost saving Ideas.
* Maintaining 100 Percent on time quality delivery as per demand schedule from all the suppliers.
* Collecting Recovery Plan, Counter Measure & Action plan in case of any delivery failure due to some unexpected reason like tool breakdown or machine break down.
* Inventory control and reducing wastages.
* Documentation: Maintaining the Documentation as per requirements of IATF.
* KAIZEN implementation for continuous improvement.
* Working in ERP (Material management module).
* Inform management in case of any delay of transit material on time so that necessary action should be takes place.
* Timely collection of Bills from Vendors and after crosses checking them submitted to accounts department.

**Strength:-**

* Hard Working & quick learner.
* Team work & works to learn.
* Soft & Good communication skills.

**Academic Qualification:-**

* B.tech. in Mech. Engg. From MDU Rohtak (2014-2017).
* Diploma in Mech Engg. From (Govt Poly. Jhajjar) HSBTE 2011-2014.
* Higher secondary from HBSE Board in 2011.

**Computer Qualification:-**

* Well versed with MS-Office, ERP, SAP & Info
* Working in ERP (Material Management Module).

**Personal Details:-**

* Date of Birth :24 Oct 1995
* Father’s name :MR Devender Singh
* Languages Known :English, Hindi
* Hobbies :Traveling and listening music.
* Marital status :Unmarried
* Nationality :Indian

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

Date:

Place: Palwal Signature