

CURRICULUM VITAE

Mr. Mahendra Kamtekar

DOB : 23 May, 1978

Current CTC : 3.00 L/A

Location : Grant Road | **Mobile** : +91 8652543431 | **E-mail** : mahendrakamtekar@gmail.com



Summary of Qualification :

Is a Commerce graduate, presently working with M/s. Pearl Polymers Ltd. - Who is manufacturer of PET Bottles, Jars & Containers with Works located at Mahad.

Keys Skill-set include :

- Ability to effectively analyze data.
- Clear Written and oral Communication.
- Critical thinking to arrange orders & make adjustments, if any.
- Ability to compile, calculate, audit data and work of all MS Office applications, Include ERP.

He would like to use all this experience to work with a company seeking to harness her skills in a suitable leadership role that offers genuine opportunities for progression.

Work Experience :

Feb 2007 to Present | Pearl Polymers Ltd. (Mahim, Mumbai)

Position : Sr. Officer – Purchase | Additional Responsibility : Administration work.

Company Profile : Pearl Polymers Ltd. Is one of the leading manufactures of rigid Plastic moulded bottles for Pharmaceutical, Nutraceuticals, cosmetic Liquor, food & Dairy etc.,

Job Profile :

- Analyzing and qualifying purchase requirements by coordination with the marketing department, production department and the stores.
- Procuring right material at the right time after analyzing the purchase requirements.
- Processing purchase orders and requisitions for products.
- Communicating with prospective vendors to determine terms and availability.
- Devise purchasing instructions and policies with the team and ensure proper procedure from both the company vendors.
- Prepare reports for costs and market conditions.
- Work with other staff members to generate Product specifications.
- Resolve issues with contracts and supplies and to maintain thorough record of orders.
- Develop and implement organizational policies for the department as well as manage the given budget for purchase department
- Create specifications for the delivery of new products.
- Consider environmental impact when determining transportation needs.
- Monitoring timely supply of Raw Material as per the production schedule and MOU.
- New Vendor Management and development and to maintain existing vendor relationship.

- Negotiating with suppliers to get the best available rate for the company.
- Preparing rate comparative statement with total cost to the company and providing.
- Identifying alternate supplier through database, cold calling and visiting.
- Coordinating with stores & logistic department for all planned shipments.
- Follow up for bill payment, bill passing and payment with account department.

Material Procured :

- Plastic Raw Material – PP, PPCP, LLDPE, PET among others.
- Packaging – Corrugated boxes, Polybags, POF rolls, BOPP tapes, Labels & stickers, wads etc.
- Other material – Thermocouples, Heaters, Gasket, bearing and various other different type of consumables and spares.

Major Achievement :

- Developed at least 3 suppliers for the same commodity, This helped in getting a better rate for the company whilst maintaining the product quality.
- Designed various accurate planning & purchase requisition files, which helped in procuring the exact quantity of material at the right time.

Past Work Experience

Dec – 1999 to Jan 2007 | Bombay Hospital Trust. (Marine Lines – Mumbai)

Position : Accounts Officer.

Job Profile :

- Preparation of Bills & Receipt of the Patient in HMS.(Oracle Software System for Billing.)
- To prepare daily cash collection statement. Preparation of Mediclaim bills and credit bills of Companies.
- Handling bills inquiry & queries of the patients. Follow up to collect outstanding from Customer.

Education & Academics:

- **1999 : Passed with 2nd Class in B.Com from Mumbai University.**
- **1995 : Passed with 2nd Class in H.S.S. from Mumbai University.**
- **1993 : Passed with 2nd Class in S.S.C. from Mumbai Board.**

Additional information :

Technical Qualifications : P.W.D. – Electrician (Govt. Certificate Course)

Languages : English, Hindi & Marathi.

Interests : Book reading, Cricket & traveling.

Computer Literacy : MS-Word, Excel, Power point, DTP, Tally 9.0 Version

Awaiting a favorable & Positive Response.