**ASHIT MAINDOLA**

\*E-Mail: am02main@gmail.com

 **\*Contact**: 8826725766, 959997798



**Carrier Objective:**

To work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields, and realize my potential and contribute to the development of organization with impressive performance.

|  |
| --- |
| **Educational and Additional Background** |

* **B.Tech**- Mechanical Engineer in 2010 with 1st div from GNIT College (AICTE Approved – NAAB - Accredited College ) Greater Noida
* 12th from C.B.S.E Delhi board with 1st division from Modern School Noida
* 10th from C.B.S.E Delhi board with 1st division from Modern School Noida

|  |
| --- |
| **Application and Computer Knowledge** |

* AutoCAD 2D & 3D, CATIA V5,SOLIDWORKS
* Material Inventory software IPPEC,ORACLE,SAP
* Ms Office ,Ms Excel ,Internet

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Total Working Experience – 9.0 Years**

* **Presently Working with M/s. IL&FS Environmental Limited (**Since SEPT

2016 to Present) as an Assistant Manager - Procurement

* **Worked with M/s. ISGEC HEAVY ENGINEERING LTD. NOIDA** (From MAY-2014 – AUG 2016) as Senior Engineer - Procurement & Contracts.
* **Worked with M/s. ASK automotive ltd IMT gurgaon.**(From AUG 2010–

 MAY. 2014) as Purchase /Plan Engineer

**Career Summary**

* **9.0 years** of experience in various facets of Strategic Project Procurement for materials from national markets.
* Making Work Orders, Purchase Orders, **EPC**-Contracts & legal agreements with Contractors.
* ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
* Timely clearance of payments & handling vendor inquiries.
* **Working knowledge of Oracle ,SAP**

|  |
| --- |
| **Job Responsibilities**  |

* Strategic Sourcing in developing local vendors, making PCC to reducing the cost of procurement of material
* Ownership of buying and Sourcing processes leading to success in the key area of negotiation, vendor Management, Purchase lifecycle like RFQ,BOM,Technical vetting ,Drawing Specification for lead time delivery, Installation and commissioning at site
* Responsible for Procuring electrical, Electronic and mechanical parts.
* Procurement of **Bought out items**- Pumps, Motor, Transmitters, Gears box, Valves, metal spare parts **Consumables –** Cements, Steel, Wires, Chemicals, Oil ,Bearings, **Capital** –Machines related to project, **Rate Contract –** Civil, Mechanical, **Head office** related Procurement.
* Research, document and define supplier /materialstrategies.
* Effectively plan and Manage client project and deliver outstanding service to client specification
* Handle management of sub-contractor and evaluation of vendor performance and rating
* Problem solving to insure continuity of supply and project deliver.
* Understand operation and develop strategies to reduce cost.
* Negotiations and agreeing contracts and monitoring their progress
* Coordination with transportation & logistic.
* MRN, Invoicing input in accounts department to clear vendor payment.
* **Raise all the Reports and updates in Oracle systems & SAP (MM).**
* Proper maintaining of documents of material.
* Coordination with client & other departments.
* Procurement of Consumable items like Hydraulic Oils ,Bearings, Chemicals,
* Office procurement Computers, Laptops, Table, Chairs, stationeries.
* Procurement of safety items like, helmet, Safety guard, Shoes, Siren, Glasses.
* Conducting research to ascertain best product in term of best value and client satisfaction.

**Projects Executed**

**Project I : Waste to Energy Power Plant in Ghazipur delhi (Capacity- 12 MW)**

* Company : IL&FS
* Project : First Kind Project of WTE in India
* Key Design by KHD Germany & TKIL Pune,
* Role : PROCUREMENT & PROJECT COORDINATION.

**Project II: MCD C&D Plant Project**

* Capacity- **2000 TPD**, waste into aggregates
* Product – Ready Mix concrete , Cements bricks, Pavement blocks. for construction

**Project III**: **Collection and Transportation project**

* **Capacity 6000 TPD** , waste collection by tippers and drop in landfill area
* Clean India green India initiative with government of India

**Training – Elite ISO Certification company Noida**

* On job training - Auditing for ISO 9001:2008
* Verification of documents & QMS Policy

|  |
| --- |
| **Personal & Professional Strengths.** |

* Good interpersonal.
* Communication & Presentation Skills,
* Vendor Development & Management.
* Negotiation with vendors.
* Sharp presence of mind, good listener

|  |  |  |
| --- | --- | --- |
| Father’s Name | : | Mr. C B Maindola |
| DOB | : | 02/06/1987 |
| Material Status | : | Married |
| Language Know | : | English, Hindi |
| Permanent Address | : | C-39 SECTOR -22 NOIDA |
|  |  |  UP – 201301 |
| Nationality | : | Indian |
|  |  |  |

|  |
| --- |
| **Personal Details** |

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my details, qualifications and my experience.

***Date:******Ashit Maindola***