

SEWA PRAKASH

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Objective: Experienced Purchase Executive seeking to leverage my skills and experience in this field by taking challenging & enriching roles to strengthen the overall organizational performance that drives towards profits.

Educational Qualification:

S.No	Course	School/College	Passing Year	Percentage/CGPA
1	Diploma in Electronics Engineering	Dayalbagh Educational Institute	2016	7.9
2	Certificate in Modern Office Management	Dayalbagh Educational Institute	2013	8.4
3	Intermediate	K.V NO.2,FCI,GKP	2012	70
4	High School	K.V,Bharatpur	2010	80

Basic Skills/ Software:

- Basic Knowledge Microsoft Word, Excel, and Power Point.
- Used software like LTSpice, Eagle, LabVIEW, Code Blocks and MATLAB.
- Used **professional softwares like Oracle (ERP), Sage 300 (ERP), SAP MM module.**

Co-Curricular Activities/Achievements/Awards:

- Attended National Workshop on 'LabVIEW and its Application' (2015)
- Awarded First position in Hindi Elocution (2014).
- Awarded Second position in Hindi Elocution in Inter-Institute literary and Cultural Competitions on 'Values Education and Quality Teaching day' (2014)
- Presented paper in *Paritantra*
- Participated in English Drama Festival (2013)

Professional Experience:**Present Employer**

- Working at **Rabyte Electronics** as **Purchase Executive** from **Nov 2018**.
 - Handling duties & responsibility of Singapore Plant (Agastya Technologies).
 - Co-ordination and informing sales team for their orders & delivery status of the material and generation of sales order.
 - Resolving issues related with customer orders like part no., quantity, customer details, prices,late delivery, stock shortage.
 - Preparation of Import Purchase Orders on ERP (Sage 300) & send out to suppliers.
 - Procuring material via Online websites.
 - Following up for the material with vendors and work with them to drive Supply Chain Speed improvements through improved lead-times and quick turnarounds in delivery to support company customer service objectives.
 - Monitoring deliveries, compiling shipments & advising the shipment movement to vendors.
 - Responding to suppliers queries & issues for pricing ,deliveries, shipment mode.
 - Contact window between avery & supplier.
 - Deals & co-ordinate for payment process mainly for advance payment & vendors with credit limit.
 - Inventory control at W/H plant through allocation of surplus stocks & material management after reviewing & monitoring forecast plans of customers.
 - Develop ideas, provide inputs and support the execution of continuous improvement objectives & providing assistance, cover to other team members

Past Employer

- Worked at **Timex Group Precision Engineering Limited** as **Executive-Purchase** from **June 2016-Nov 2018**.
 - Planned the procurement – as per requirement of dept via MPR (Material Purchase Request).
 - Researched supplier based on availability, quality, selection and price, lead time.
 - Enquired for the material and request for quotation to supplier.
 - Negotiated with price, payment terms, conditions and lead time reduction with vendor and other representative.
 - Prepared cost comparison of material pricing.
 - Generation of Purchase order on Oracle System and shared it with supplier.
 - Coordinated & followed up schedules, deadlines & delivery date.
 - Coordinated with accounts department for timely payments of material supplied.
 - Monitored shipment to ensure goods delivered in good condition.
 - Creation of GRN after detailed checking of the commercial invoices & resolve invoices issues also.
 - Road permit creation for local and import shipments.
 - Physically checking of materials & also created gate passes for material movement.
 - Provided complete support to Purchase Manager & Store Manager in all internal process and covered for them.
 - Prepared ISO/TS documents & supported in internal & external audits & its documentation.

Personal Details:

12 November 1993

53, MurliBagh, AdanBagh, DayalBagh, Agra-05

(Dr)Mr. G.P.Gaur