

RESUME

DEVENDRA SINGH

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Objective :- To work with an Organization which spurs creativity and to build a progressive career in Stores and Purchase where I can grow, learn and utilize my potential for the organizations requirement.

Academics :- Year 2008

B.A

Dr Hari Singh Gaur University , Sagar (M.P.)

Year 2010

Diploma in Hardware & Networking

Jetking Learning Center & Institution , Indore (M.P.)

Work

Experience:- Ruchi Group is India's No.1 group in Edible oil filed. It is 10,000 Crore group having Port Base Edible Oil Refinery Plants and Solvent Extraction Plants with refinery sublets in all over India. Following are my assignments in Ruchi Group :

(A) Sr.Officer (Purchase & Store)

Jan 2014, to till date

Ruchi Soya Industries Limited, Baran is a manufacturing unit of Ruchi group of companies having 200 TPD Refinery, 1000 TPD Solvent Extraction Plant, Soya Packing unit 250 TPD, Mustrad 200 TPD Capacity of Kolhu Plant

My Job profile includes :

Purchase:

- 1) Vendor selection, Price/Quality Negotiation, Purchasing of various store materials like Plant & machinery, engineering items, Electrical Items, Process Chemicals, Lab Chemicals, Fuels, Oils & Lubricants and other consumables for plant.
- 2) Various packing Material like flexible pouch film, corrugated box, label, Tapes, Tin Plate, Jars & Bottle and other packing materials for Oil Filling plant as per the forecasting received from Marketing and production department.
- 3) Planning for MSL Item by using MRP indicator in SAP. Follow up with vendor for material availability. Maintained delivery schedule for packing material and other process material as per monthly
- 4) Requirement on the base of production plant and past experiences.

PROFESSIONAL HIGHLIGHTS AND ACCOMPLISHMENTS :-

- Responsible for planning & coordinating the activities of Store, Purchase & organization receipt, inspection and proper storage of materials
- Regulate stock movement with implementation of modern inventory control procedures
- Develop and implement innovative system for ordering supplies and tracking inventory control
- Review of existing systems & procedures and design internal controls/quality audit checks for various operational areas for achieving higher operational efficiency, resource rationalization and cost reduction.
- Drove initiative for identifying and develop vendors, Assess the performance of the vendors based on criteria such as percentage for, rejections, quality improvement rate, timely delivery, credit terms, cost efficiency etc.
- Designed plan for writing off the damaged, obsolete, surplus and redundant materials
- Handled management of facilities/infrastructure to ensure cost effective workability
- Accomplished responsibility for developing and implementing major procurement strategies and purchase schedules to minimize Total Cost of Acquisition of direct materials thereby ensuring accomplishment of organizational objectives
- Deftly managed storage and smooth retrieval of goods in the Store/warehouse for efficient utilization of space
- Carried out stock reconciliation on monthly basis & generated monthly stock statements
- Facilitated transportation contracts with qualified service providers on most competitive terms to ensure timely and cost effective delivery of merchandise
- Defined operational parameters and ensured strict adherence thereto to generate maximum operational efficiency
- Enforced proper stock control and maintaining updated stock control systems as basis for planning future capacity requirements
- Regulated entire process of receipts, issue, storage, retrievals, and allied logistics for smooth functioning of stores.
- Organised various training sessions for the team to enhance their performance.
- Prepared shortage list on the various work orders and initiated action to arrange replenishments
- Analyzed, investigated and resolved inventory discrepancies identified through section inputs and daily cycle count procedures

(B)Hardware & Network Engg.

March, 2010 to Dec, 2013

Ruchi Infotech Ltd. IT Software & Service

Responsibilities:

- Accountable for maintenance of more than of 80 computers in LAN
- Handling installation of:
 - All type of Operating Systems, Software and Utilities like Microsoft Office, SAP & Lotus
 - New IT network equipment, system software and desktop computers
- Providing technical support for LAN and Wi-Fi Network
- Managing EPABX System, Projector & Video Conference Devices
- Supporting to depot users for Hardware, software and Network Related issue.
- Assisting company personnel and resolving issues related to operations of both hardware & software
- Planning routine repairs and/or system up-gradations

- Imparting employee training and instruction (presentations) regarding basic support and quality standards
- Updating management on a regular basis through reports, email, and presentations
- Coordinating with vendors of different levels for Desktop, Laptop and other IT equipment Procurement and AMC.
- Assisting in the design & implementation of the network and troubleshooting
- Troubleshooting of LAN connectivity issues, software and hardware; tracking problem, remediation scheduling and coordination
- Installing & configuring network printer and other software / hardware devices
- Extending high-end technical support on various servers and ensuring high customer satisfaction

Extra Skills:- Working full knowledge on **SAP MM Module**

- SAP overview
- Create Master data like Material Master, Vendor Master.Vendex
- Complete Process of Purchase for Excisable and non Excisable Items including

Following operations :

- Collecting Purchase Requisition through different Departments.
- Preparing RFQ, Quotation comparison and order on the base of RFQ.
- Preparing of different Purchase Orders like General PO for Material Purchase, Service. PO, and Assets PO based on requirement.
- MIGO (GRN) & Issue of Stores.
- Invoice posting (LIV) for Material supply, Service, Freight etc.
- Complete Sub-Contracting Process.
- Working knowledge for TPM activities in Store (5S).
- Minimum stock level maintain through TPM.
- All store work implement according TPM.

Software Skills :- Computer Knowledge Below Platform Like Windows XP, Ubuntu,ERP Oracle,MS Office

Hardare Skills :- Computer Hardware Knowledge Troubleshoot all Phriperals Printers, Computer Operating System

Personal:-

Father's Name	: Lt. Shri Khalak Singh
Date of Birth	: Oct 12, 1986
Permanement Adress	: N.W.C 54. Worker Colony, Narsingarh, Dist. Damoh (M.P.)
Mobile No.	: +91 9755097244,8827837999
Present address	:C/o. Ramakant Gupta Plot No. 58, Krishna Nagar Near Mahaveer Garden Opposite Zonal Hospital Baran (Raj.) 325205

My Bold Face

I am a self-motivated, ambitious and efficacious person. Being a fast learner I can adapt easily to different environment. With my hard work, perseverance and capability to take on new challenges, I am able to do justice to the responsibilities I am assigned. Being well versed in creating team spirit and motivating team members I am capable of bringing out their best in professional environment.

(Devendra Singh)