



**Kundan Jha**  
**Assistant Manager (Procurement)**

S/o Ajay Jha  
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D.O.B: 10-Feb -1989

To achieve high growth through a continuous learning process and looking for a challenging. & dynamic and vibrant environment

**SKILLS**

Procurement Management	Import & Export Documentation	Logistics management
Trade Finance activities	Supply chain Management	Strategic Procurement Planning
Custom Clearance of Export and Import	Domestic and International Tender preparation	
Mis Data management	Effective negotiation with vendors	

<b>Summary</b>	Assistant Purchase Manager having 4 Years + Experience in various chemical procurement. Dealing in procurement management from domestic and global market
<b>Current Organization</b>	Synergy Poly Additives Pvt Ltd, Udyog Nagar, New Delhi 110041 4+ Years' Experience in procurement Department currently in position as an Assistant Manager (Procurement)
<b>Job Responsibilities</b>	Handling 3 Person team of Purchase + Export + Import Division Taking care Procurement Planning, Vendor Development, Negotiation, Indent management, Logistics arrangements, Import clearance, Export documentations, Supply chain management, Trade finance activities, Global and domestic Tender filling, and other related works in procurement.
<b>Previous Experience</b>	Designer Den Pritam Pura New Delhi 110041 July -2012 to May-2016, as a Sr Executive Accounts
<b>Academic Qualifications</b>	10 <sup>th</sup> pass from CBSE board Delhi in 2005 12 <sup>th</sup> Pass from CBSE board Delhi in 2007 B-Com from Delhi University in 2013
<b>Languages Known</b>	Hindi & English

I hereby declare that the above mentioned all information's are true and best of my knowledge and my social responsibilities.

Date .....  
Place .....  
Signature .....