



\*\*\*\*\* **RESUME** \*\*\*\*\*

**VINEET KUMAR**

1862/3, Block no. K-2, near MCD School,  
Sangam Vihar, New Delhi -110062

E-mail- [vinit.00079@gmail.com](mailto:vinit.00079@gmail.com)

Mob: **+91 9999195962**  
**+91 8700648891**

**Career Summary:**

More than 8 years of experience in various facets of procuring materials from national and international markets. Experienced with inviting and allotting tenders. Expertise in developing local vendors, reducing the cost of procurement of material. Successfully implemented vendor development programmes including training for vendors. Experienced with implementing systems of inventory management avoiding over-stocking or wastage. Working knowledge of Visual Basic Software.

**Career Goal:**

Seeking for a responsible career in material Management, Purchasing and logistics field, where i can utilized my enriched professional aspects of knowledge and skills for making a significant contribution to the success of an organization”.

**Personal Skill:**

Comprehensive problem solving abilities, Good verbal and written communication skills, willingness to learn.

<b>Total Years of Experience :-</b>	
<b>1. Employment (JANUARY -2017 TO TILL DATE)</b>	
Company	<b>CHELSEA MILLS LLP</b>
Designation	<b>PURCHASE MANAGER</b>
Industry	<b>GARMENT EXPORT</b>
Duration	<b>23 JAN 2017 TO TILL DATE</b>
<b>2. Employment (OCTOBER 2015 TO JANUARY 2017)</b>	
Company	<b>SHIVSWATI ENTERPRISES PVT LTD</b>
Designation	<b>PURCHASE MANAGER</b>
Duration	<b>OCT 2015 TO JAN 2017</b>
<b>3. Employment (01 MAR 2013 to SEP 2015)</b>	
Company	<b>AGRA PRODUCTS PVT LTD</b>
Designation	<b>COMMERCIAL MANAGER</b>
Duration	<b>1 MARCH 2013 TO 21 SEP 2015</b>
<b>4. Employment (NOV 2010 to FEB 2013)</b>	
Company	<b>PARKLANE HOTEL (GURGAON DLF CITY PHASE-2)</b>
Designation	<b>FRONT OFFICE MANAGER</b>
Duration	<b>JUNE 2001 TO FEB 2013</b>

## **Job Experience:**

### **1. Currently working in Chelsea Mills LLP. Gurgaon as a Purchase Manager cum Admin (Jan 2017 To Till Date)**

#### **For Purchase management**

- Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material from national and international market.
- Development of alternative local sources for imported raw materials which helps in cost saving. Purchasing machines with improved technology to increase production.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations. Inviting and allotting tenders.
- Liaison with the production department to maintain optimum inventory.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Liaison with finance department for timely payment of bills.
- Developing reports on procurement and usage of material for top management.

#### **For Vendor Development**

- Effective management of vendor database.
- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Development of new vendors.
- Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them. Timely clearance of payments & handling vendor inquiries.
- Running programmes to evaluate vendors based on the feedback from internal stake holders.
- Developing reports on various programmes run for vendor development for top management.

#### **For Stores Management**

- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Implementing Standard Operating Procedures within the warehouse.
- Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

#### **Responsibility of as an Admin**

- All type of Petty cash handle for purchasing office use items (like Pantry items, House Keeping Materials, Office stationery etc)
- Keep Record for all stock non stock items (Stationery, Pantry Items, House Keeping Items)
- Keep AMC records terms and conditions of all type machines Fire System, DG, Air Compressor, AC's
- Timely services of all vehicles, DG, Air Compressor, AC's...
- Travel, Ticketing and hotel arrangements or visitors and VIP Guests...
- Update contractor and vendors sheets and keep them records

**MATERIAL PURCHASE PROFILE:-** Raw Materials, House Keeping, Stationery, Chemical, electrical, Machinery, , Mechanical, Building Material, Vehicles, Vehicle parts, Sanitary Hardware, piping wiring, Sheet Metal, Furniture, Testing, Crockery, Consumables, IT Related Products, Software, Computers Laptop, iPhones, Camera, Security Product, Servicing, etc..

**Strength: Vendor management, Good Negotiations, Stock Balance Management, Team work**

**2. Worked with Shivswati Enterprises Pvt. Ltd. (Ghaziabad) as a Purchase Manager  
(Oct 2015 To 17/01/2017)**

**Company Profile:** Decorative, Project Lights, Chandelier and defense Items manufacturing

**3. Worked with Agra Products Pvt. Ltd. (Noida Ph-II, NSEZ) Commercial Manager  
(Purchase Manager cum Admin Manager) (01 MAR 2013 to SEP 2015)**

**Company Profile:** Silver Jewellery Manufacturing Company.

**Role and Responsibility:**

**Material Purchase:**

**Raw Material:** EDD Sheet, DD Sheet, CRC Sheet, Tin Sheet, SS Sheet, HCHR, Aluminum sheet -rod, Alabaster, Acrylic, MS sheet pipe -rod, Building Material, Shades etc...

**Packing Material & Hardware:** EP foam, Corrugated Boxes, Tape, and Stretch Film. Drills, Tools, Tap-set, etc.....

**Electrical and Mechanical Items:** Electric Cable, Switches, Machinery parts, sensor etc...

**House Keeping Material** purchase Industrial and residential based...

**Chemical:** MSP, Fascot, Nitric acid, HCL, Sodium (Lab Grade and commercial Grade)

**Printing and Stationery:** Consumable: Tools and Dies: Lighting and Lighting Components:

**Educational Qualification:**

\* 10+2 passed from UP board with Science (2005)

\* Graduation (B.Sc.) from Agra University U.P. (2009)

**Technical Qualification:**

MS-Office (MS-Word, MS- Excel), Internet surfing

**Personal Details:**

Father's Name	:	Surajpal Singh
Date of Birth	:	16 July. 1988
<b>Passport No</b>	:	<b>M5953230</b>
Nationality	:	Indian.
Sex	:	Male.
Marital Status	:	Married.
Religion	:	Hindu.
Languages	:	English and Hindi
Hobbies	:	Traveling, Netsurfing & making friends.

**Date..... / / 2020**

**Place.....**

**(VINEET KUMAR)**