**CURRCULUMVIATE**

**Apple IDfor- Purchase Assistant Manager **

**RAJESH CHAUBEY**

BHIWADI-301019 (RAJASTHAN)

PH.NO. 9269756939/8440882367

Email id-chobey.rajesh@yahoo.in,rajeshS12341234@gmail.com

**PERMANENT ADDRESS-**

**Vill.**Bnakhurd

**Post-** Vinowapuri

**Distt**.- Azamgarh (U.P)

**OBJECTIVE**

To Secure a Challenging Position in an Organization, Where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization.

**WORK EXPERIENCE-:**

Worked as **Ass.Store Officer** in **M/S STIC PENS LTD. BHIWADI**,,Alwar(Raj.) as 01.07.2007. To01.10.2008

The Company is I.S.O.Certified & has manufacturing units of Ball pens, Gell pens &Plastic components

 (Packing Material) Etc.

Worked as Ass.Store Officer in **M/S PROTECH GAL.&FAB.PVT. LTD.. BHIWADI**,,Alwar(Raj.) as 20.10.2008. To 01.12.2013

The Company is I.S.O.Certified & has manufacturing units of **Railway Electrification-** Telecommunication Tower,Transmission line Tower, **Bridges** ,Execution & Launching of steel & concrete girders.

Worked as as **STORE & PURCHASE Officer** in **SPRINGWEL MATTRESSES (P) LTD.**

E-17 TO E-21, RIICO INDUSTRIAL AREA SAREKHURD BHIWADI (RAJASTHAN)As 15.12.2013 to 30.02.2017.

The Company is I.S.O.Certified & has manufacturing unit’s spring mattresses, coir mattresses, foam products, latex products, fiber products & tempur products.

Currently working as **Sr. PURCHASE Officer** in **M/S NIL KAMAL LIMITED-Dharuhera (Malpura)**

Khasra No.:17/14/2,15/2/1,16/2,17,18,19/1illage-Malpura,Rewari (H.R.) As 02.03.2017 to til date.

The Company is I.S.O.Certified & has manufacturing unit’s spring mattresses, coir mattresses, foam products, latex products, fiber products & tempur products.

**PROFESSIONAL QUALIFICATION**

One year Basic Computer Course from Azamgarh (U.P)

Knowledge of Internet, M S Word, Excel, Power point

Worked in ERP **FinsysERP (Microsoft ERP)**

Current Working in **SAP 7400.3.1130**

**ACADEMIC QUALIFICATION-:**

Passed B.A from V.B.S. University of Jaunpur in 2005

Passed Intermediate from U.P.Board Allahabad in 2002

 Passed High School from U.P.Board Allahabad in 2000

**JOB PROFILE**-:

1. Trained in E.R.P. System & Tally E.R.P.9.0
2. Checking and verification of Receipt and Issue of materials Raw materials, finished and consumable goods as per procedure
3. Responsible for all stock requisitions, issuens and returns on daily basis.
4. Maintaining all record of stock transactions in software along with Bin card on daily basis.
5. Physical inventory of all the items on monthly basis.
6. Preparation of monthly stock consumption report.
7. Responsible for store movement activities.
8. Reconciliation delivery against job works Maintain job work register Daily
9. Well Knowledge of PR to PO.
10. Functional proficiency in handling the procurement & contracts operations with key focus on bottom line Profitability, by ensuring optimum utilization of resources,
11. Ensure procurement of consumables, store & spares at the right time & with right quality
12. Generation of miscellaneous reports to monitor purchase activities
13. Skill of vendor development process.
14. Process purchase orders and requisitions for products.
15. Organising the storage of all purchased equipment and supplies.
16. Maintaining a list of qualified suppliers.
17. Developing supplier relationship management plans.
18. Negotiating and also renegotiating.
19. Ensuring minimum inventory loss.

**PERSONAL DETAILS**

Name : RAJESH CHAUBEY

Fathers Name : Late Sh.Ram Jeet Chaubey

Date of Birth : 20 MAY 1984

Marital Status : Married

Nationality : Indian

Mobile No. : 9269756939/8440882367

Permanent Address

**Vill.** :Bnakhurd

**Post-** :Vinowapuri

**Distt.-** :Azamgarh (U.P)

Expected salary : 4.5 lac

Interest : Cricket, Football & listening music in the leisure time.

**DECLARATION:**

I here by declare that the above furnished information is true to the best of my knowledge.

Date –…………….. ***Rajesh chaubey***

Place –BHIWADI

 (Signature)