**AKASH JAIN**

**Correspondence Address:** C-301, Siddh Apartment, I.P Extension, Plot No

107, Patparganj, Delhi-110092 .

M. No 7570003630/9599057208; E-mail id: [akashjain262@gmail.com](mailto:akashjain262@gmail.com)

**Present Salary: 5.75 Lakh/pa**

**Present Location: Delhi**

**Native Place: Etah(U.P)**

**Experience: 6 Years**

**Age: 30**

**PURCHASING PROFESSIONAL**

**Post Graduate Diploma in Supply Chain Management with 6 Year’s experience in Purchase**

**OBJECTIVE:** Seeking a challenging role in Purchase.

**PROFILE:** Young and ambitious management graduate with successful career launch as Senior Supervisor-Purchase with Varroc Polymers Pvt Ltd. Currently working as a Senior Executive Purchase in **Avantor Performance Materials India Ltd**

**Key Strength Areas**

**Negotiation Skill Relationship Building Positive attitude**

**Team management Strong learner self-motivated**

**TOTAL EXPERIENCE – 6 Years.**

**CURRENT EXPERIENCE**

**Company-Avantor Performance Materials India Ltd**

**Duration-3rd August to 2nd Feb 2016**

**Designation-Senior Executive Purchase**

**Location-Gurgaon (H.O)**

**Senior Executive Purchase**

Selected for the job assignment as a Senior Executive Purchase assumed role of Vendor **Development of API’S and chemicals**, **Procurement of Raw Material, Packaging Material for Toller’s location, Procurement of Consumables and services for Head Office.**

**Highlights of major responsibilities**

* **Vendor Development of Pharma Products and Raw Materials.**
* To complete Full documentation required for Pharma products like Supplier TSE/BSE Questionnaire, GMO Declaration, Halal Declaration, Allergen Free Declaration, Residual Solvent declaration etc.
* **Procurement of Consumables Items and services for Head Office.**
* To **procure Raw Material and Packing Material for Toller’s location**
* **Co-ordination with production department for monthly requirement of Raw Material and Packaging Material.**
* **Inventory Planning and control**.
* **Submission of MIS reports on monthly basis**.
* **Making Annual Rate Contract with Vendor**.
* **AMC and CMC with vendor**.
* Negotiation with the vendor
* **Making QCS(Quote Comparative sheet)**
* To follow up with the vendors for timely availability of material.
* Solving payment related issues of vendors.

**PREVIOUS EXPERIENCE**

**Company-DCM Shriram Industries Ltd**

**Duration-25th October 2013- 30th July 2015**

**Designation-Assistant Officer Commercial**

**Location-Daurala (Meerut)**

**Assistant Officer Commercial**

Selected for the job assignment as an Assistant Officer Commercial Currently assumed role of **procurement of Raw Material, Lab Chemicals, Packaging Material, Technical parts and services for entire plant.**

**Highlights of major responsibilities**

* To procure **Raw Material and Packaging Material.**
* To procure Technical parts, Lab Chemicals, Lab Equipment’s, Personal protective equipment and services for entire plant.
* To procure Electrical, Mechanical and Instrumentation items for entire site.
* **Making purchase order in ERP/SAP.**
* **Co-ordination with Marketing and production department for monthly requirement of Raw Material and Packaging Material**
* **Inventory Planning and control**.
* **Submission of MIS reports on monthly basis**.
* Vendor development.
* **Making Annual Rate Contract with Vendor**.
* **AMC and CMC with vendor**.
* Negotiation with the vendor
* Floating inquiries to the vendors.
* **Making QCS(Quote Comparative sheet)**
* To follow up with the vendors for timely availability of material.
* Solving payment related issues of vendors.

**Company: Bayer Material Science Pvt Ltd (Greater Noida)**

**Duration: 6th Oct 2011 – 23rd Oct 2013.**

**Designation: Purchase Executive**

**Location: Greater Noida**

**Purchase Executive**

Selected for the job assignment as a Purchase Executive. Currently assumed role of **procurement of Lab Chemicals, Packaging Material, Technical parts and services for entire plant.**

**Highlights of major responsibilities**

* To **procure** Technical parts, Lab Chemicals, Lab Equipment’s, Personal protective equipment Packaging Materials and services for entire plant.
* Making purchase order in **SAP.**
* Vendor development.
* Making Annual Rate Contract with Vendor.
* AMC and CMC with vendor.
* Negotiation with the vendor
* Floating inquiries to the vendors through BAY-BUY, P4U.
* Making QCS(Quote Comparative sheet)
* To follow up with the vendors for timely availability of material.
* Sending templates to the corporate office.
* Solving payment related issues of vendors.

**Company: Varroc Polymers Pvt Ltd**.

**Duration:** 19th March 2010 to 5th Oct 2011

**Designation: Senior Supervisor**

**Location:** Binola (Gurgoan)

**JOB PROFILE**

* To procure bought out parts for entire moulding shop.
* Making Purchase orders in SAP.
* To send the templates to the corporate office.
* To send monthly schedule to the suppliers.
* Vendor development.
* To check the stock sheet on daily basis received from store.
* To follow up with the vendors for timely availability of material.
* To solve the quality issue related to the bought out parts with the help of quality department

**EDUCATION**

* **Post Graduate Diploma in Supply Chain Management) from** **Symbosis(SCDL)**
* MBA Taxila Business School, Jaipur 2010
* Bachelor of Commerce
* Dr. Bhimrao Ambedkar University Agra.
* Higher Secondary, U.P Board -2003.
* Matriculation, CBSE Board -2001.

**Academic/ Extracurricular Accomplishments**

* ***Lead teams*** *several times in Inter college presentation competition.*
* *Successfully organized relief fund collection programme and* ***actively participated*** *in such activities.*
* ***Class representative*** *for two years in a row.*

**Interests/Hobbies:**

* Playing cricket, Badminton.
* Cycling.
* Listening Radio.

**Date of Birth:**  4 December 1984

**Permanent Address:**

S/o Smt Madhuri Jain, 101, Ratan Bhawan, Near P.W.D. Office, Thandi Sarak, Etah, UP – 207001

**Languages known:** English; Hindi