

RESUME

Bhagwat Sorout

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Career Objective

I am a hardworking individual seeking an enriching career as a sr. Purchase Officer where I will utilize my knowledge and skills to discharge my duties for the success of the company.

Educational Qualifications:

- Graduate in Public Administration
- 10th & 10+2 from HBES Board, Haryana

Computer Knowledge:

- Diploma in Computer Software (MS office including excel, word & Outlook)
- Diploma in material management

Strength:

- Hard working, Confident
- Positive Attitude, High energy
- Multitasking
- Utmost sincerity and dedication in assigned task.
- Positive Result oriented with all priorities

Experiences History:

Organization - M/s Nutech Jetting Equipment's India Limited.

Designation – Sr. Officer (Purchase & Procurement)

Duration – January 2011 to Till Date

Responsibilities:

- * Responsibilities of purchase of all raw materials, mechanical engineering items, electrical and electronics items for manufacturing unit and all type general items (like stationary, uniforms, office maintenance equipment's & machinery etc...
- * Market survey time to time for exact price of materials.
- * Prepares and releases daily purchase order by maintaining accuracy, while creating & verifying purchase order, information to include proper product qty, pricing, & shipping instructions.
- * Handle discrepancies & issue related to cost / replacements.
- * To maintain vendor data base with updated contact list on a regular basis with clear back – up plan with related to supplier purchases/ order plan.
- * Maintaining daily cash purchasing system.
- * Handle purchase requisitions effectively and maintain clear track of changes in relation to products specifications with suppliers on day-to-day basis.
- * Always looks for the most cost-effective solutions to buy. (Price, lead time)
- * Co-ordination with departments like: QC, Accounts, production & stores.
- * Compare and evaluate offers from suppliers.

- * Negotiate contract terms of agreement and pricing (ARC/AMC etc.)
- * Conducting product research and sourcing new suppliers & vendors
- * Track orders and ensure timely delivery.
- * Review quality of purchased products.
- * Conducting product research & sourcing new suppliers and vendors
- * Maintain updated records of purchased products, delivery information and invoices.
- * Prepare reports on purchases, including cost analyses.
- * Attend trade shows and exhibitions to stay up to date with industry trends.
- * Working to improve purchasing systems and processes.

Company Profile: -

Nutech Jetting Equipment India Private Limited Established in the year 1984. Nutech manufacturer of High – Pressure water jet pump with Electric motor & Diesel engine up to 40000 psi pressure. Nutech also provider of Commercial Cleaning Systems, Facility Management Services, Floor Maintenance Experts, Cleaning & Hygiene Auditing and Household Cleaning Equipment's etc.

Competencies: -

- * RFQ, RFP, RFI & MIS Reports.
- * Excellent negotiation skills.
- * Excellent communication skills
- * Ethical conduct
- * Adaptable

Experiences History: -

Organization - M/s Knorr Bremse India Limited - Faridabad

Designation – Executive (Purchase & Procurement)

Duration – April 2009 to Dec.2010

Personal Information:

Father's Name	: Lt. Shri Bijender Singh
Date of Birth	: 25th March 1985
Marital Status	: Unmarried
Sex	: Male
Nationality	: Indian
Languages Known	: Hindi & English
Salary Expected	: Negotiable

Declaration

I hereby declare that all the information and particulars here are correct to best of my knowledge & nothing has been concealed.

Date:

(BHAGWAT SOROUT)

Place:

