



# PRABHAKAR BHARTI

Noida, India 201304  
bhartiprabhakar04@gmail.com / 7669561087

## PERSONAL SUMMARY

Responsible for end-to-end procurement of packaging raw materials including paper, corrugated, plastic, and flexible packaging materials. Manage vendor sourcing, price negotiation, purchase planning, and inventory control to ensure uninterrupted production. Coordinate closely with production, planning, and finance teams for timely PO placement, delivery tracking, and payment processing. Focus on cost optimization, lead-time management, supplier performance review, and compliance with company policies.

## SKILLS

- Purchase order management
- Supplier negotiation
- Inventory control
- Vendor relationship management
- Cost reduction strategies
- Project coordination
- Purchasing report updating
- Material sourcing
- Data analysis
- Effective communication
- Time management
- SAP experience
- Demand forecasting
- Material requirement planning

## WORK HISTORY

**Sr. Purchasing Exe / Kosmoz Xpress India Pvt Ltd - Noida, India** *01/2025 - Current*

- Achieved consistent cost reductions through effective price negotiations, bulk purchasing, and vendor consolidation for raw materials such as kraft paper, LLDPE, HDPE, inks, and adhesives.
- Prepare purchase orders, verifying specifications and price; obtaining recommendations from suppliers for substitute items.
- Monitored inventory levels and coordinated with production team to forecast and fulfill material requirements without overstocking.
- Maintained procurement documentation, including purchase orders, vendor agreements, and invoices.
- Built and maintained strong vendor relationships for paper mills, polymer suppliers, film manufacturers, corrugation board suppliers, and ink vendors.
- Minimized machine downtime caused by material shortages through proactive planning and supplier follow-ups.
- Successfully implemented cost-saving strategies by benchmarking supplier rates and optimizing order quantities.
- Managed purchase orders, GRN, debit notes, rate contracts, and payment follow-ups as per company SOPs.

**Sr. Purchase Executive / Geo Informatics Consultants Pvt Ltd - Ghaziabad, India** *01/2024 - 01/2025*

1. Verify purchase requisitions, comparing items requested to master list; clarifying unclear items; recommending alternatives.
2. Forwards available inventory items, verifying stock; scheduling delivery.
3. Prepare purchase orders, verifying specifications and price; obtaining recommendations from suppliers for substitute items.
4. Monitored inventory levels and coordinated with project teams to forecast and fulfill material requirements without overstocking.
5. Maintained procurement documentation, including purchase orders, vendor agreements, and invoices.
6. Obtain purchased items by forwarding orders to suppliers; monitoring and expediting orders.
7. Verified receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
8. Ensured vendor evaluations and performance reviews were conducted periodically to maintain high-quality procurement standards.
9. Ensured purchase orders were closed upon receipt and issued to requesting department Ensured payment of monthly recurring bills

- Purchase Executive / ND Chair Parts Solution Pvt. Ltd. - Haryana, India** *08/2022 - 11/2023*
- Developed and implemented procurement strategies for chair parts manufacturing.
  - Established and maintained relationships with key suppliers, negotiating terms.
  - Implemented inventory control measures to optimize stock levels.
  - Identified opportunities for cost savings through strategic sourcing.
  - Collaborated with suppliers to enforce quality standards and conducted quality inspections.
  - Company focused on manufacturing chair parts.
- MIS and Back Office Executive / Naaptol Online Shopping Pvt. Ltd. - Noida, India** *08/2018 - 05/2022*
- Managed MIS reports of CRM.
  - Prepared and presented reports based on analysis of data.
  - Analyzed existing operations, protocols, and processes for improvement.
  - Trained employees on new systems and provided troubleshooting assistance.
  - Online shopping platform providing diverse products.
- Senior Sales Support Executive / Naaptol Online Shopping Pvt. Ltd. - Noida, India** *08/2013 - 08/2018*
- Managed and resolved customer complaints in a timely manner.
  - Coordinated with senior management to provide updates on operations.
  - Compiled detailed reports to enhance transparency and support decision-making.
  - Followed up with service centers regarding pending complaints.
  - Handled complaints efficiently and worked on new customer activities.
  - Online shopping platform providing diverse products.
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#### **EDUCATION**

- B.Tech/B.E.: I.T** *05/2011*  
Uttar Pradesh Technical University (UPTU) - Noida, U.P.
- Class XII** *08/2007*
- Class X** *01/2004*
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#### **LANGUAGES**

Proficient, Native