
PRABHAKAR BHARTI

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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.

Work History

Sr. Purchasing Exe **01/2025 to 03/2026**
Kosmoz Xpress India Pvt Ltd **Noida India**

- 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 **06/2023 to 01/2025**
Geo Informatics Consultants Pvt Ltd **Ghaziabad India**

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

Purchase Executive **07/2019 to 02/2023**
ND Chair Parts Solution Pvt. Ltd. **Haryana India**

- 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.

Sr. Purchasing Exe **08/2017 to 05/2019**
Naaptol Online Shopping Pvt. Ltd. **Noida India**

- 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.

06/2013 to 07/2017
Noida India

- 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.

Skills

- Purchase order management
- Material sourcing
- Supplier negotiation
- Data analysis
- Inventory control
- Effective communication
- Vendor relationship management
- Time management
- Cost reduction strategies
- Project coordination

Languages

English:	B2	Hindi:	C1
Upper Intermediate		Advanced	

Education

Information Technology	2011
College of Engineering and Rural Technology	Meerut
Class XII	2006
B.S.Inter College	Noida, UP
Class X	2004
B.S.Inter College	Noida, UP