

Neha Gupta

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Shri Radha Sky Garden Flat No 1501, Tower-2, Sector-16B, Greater Noida West, Near- Ek Murti Chowk,

Profile Summary of Purchase and Procurement Manager

A purchase and procurement manager as a person who oversees the productivity of a company and works to procure goods and services in the most cost-effective and beneficial way. The role of a procurement manager involves overseeing processes, employee functions, and the way in which money is allocated and spent.

Education

2023 Pursuing MBA for Marketing from Swami Vivekanand Subharti University – Meerut UP

2017 Passed From Graduate B.Com Commerce from Kalinga University – Raipur Chhattisgarh

12th Passed For CBSE Board, Delhi In 2013 from R M Arya Girls Senior Secondary School

10th Passed For CBSE Board, Delhi In 2011 from R M Arya Girls Senior Secondary School

Professional Experience

Purchase and Procurement Manager

Chemitech Construction Pvt. Ltd (Started at. From July 1st to Feb 2023)- Solar Renewable Energy

Purchase and Business Development Manager

Alpine Energies Pvt. Ltd (Started Dec- 2017 to June 2022)- Solar Renewable Energy

1 Year 6 Month as a Marketing Manager

Energie Health Equipment Pvt Ltd (From Jan-2016 to 2017)- Gym Equipment Traders

1 Year 5 Month as a Team Leader.

CS Insurance Brokers Ltd (From June-2014 to 2015)- All Type Insurance

Skills

Microsoft Office

Word, Excel, Power Point, Outlook, Mailing, CRM, Data Analyst, Net Searching, ERP

Key Skills

Purchase Manager
Procurement Manager
Project Management
Operations manager
Customer Services
Sales coordinator
Supply Chain
Research

Data analysis
Relationship management
Strategy Skills
Risk Management
Decision Making
Time Management
Logistics
Negotiation
Market Researcher
Backend Associate

Job Description

- * Market research as per product for raw material / solar product – Panel / Inverter / Wiring and BOS items/Civil material.
- * Conduct the first level of meeting to explain everything about solar, about the company and our pricing, T & C etc.
- * Ensure thorough follow up, documentation and detailed discussions with prospective customers.
- * Ensure continuous follow up with customers where a project has been awarded to us and ensure healthy feedback.
- * Responsible for timely Purchase and delivered of material from customers upon completion of milestones.
- * Ensure that scope of the project is adhered to, and we deliver what we promise.
- * Discuss and commit to Monthly & Quarterly budgetary of goods.
- * Ensure complete documentation of project life-cycle - proposal, work completion certificates, invoicing etc.
- * Provide timely communications on significant issues or developments and support team members to deliver on expectations. High light anything that we committed beyond the scope of proposal and get it Documented.
- * Prepare reports on data metrics around procurement and implement programs to improve results with the goal of increasing both internal & external customer satisfaction.
- * Regularly follow-ups earlier my vendor/customers and find ways to get more referrals from the old customers.
- * Project execution of district wise regards for purchase / procurement / logistics/ daily report/ coordinate with site super wiser.
- * We Will create the LC / PI / Invoicing / Proposal / Po. As well

Key Responsibilities

- * Forecast levels of demand for services and products
- * Conduct research to source the best products and suppliers in terms of best value, delivery schedules and quality.
- * Run tenders quote for, evaluate bids and make recommendations, based on commercial and technical factors.
- * Negotiate and agree contracts, monitoring the quality of service provided.
- * Keep contract files and use them as reference for the future.
- * Build and maintain good relationships with new and existing suppliers.
- * Manage and motivate a team of procurement staff.
- * Liaise between suppliers, manufacturers, internal teams such as supply chain, planning, marketing, and customers.
- * Develop strategies to make sure that cost savings and supplier performance targets are met - or exceeded.
- * Undertake value for money reviews of existing contracts and arrangements.
- * Ensure the security and sustainability of sources of essential products and services.
- * Order forms/ Performa invoice/ PO ect.
- * Daily Progress Report for all running sites and delivered the material as per site.
- * Logistic handling for material delivery that company vehicle or local vehicle as depends on location as well.
- * As per supply chain working for new and previous client.
- * Purchase civil material as per site requirement.
- * Meet the local vendors for area wise to cost effective over company.

Declaration

I briefly declare that all the facts given above are true and correct to my knowledge and belief.