

JYOTI SRIVASTAVA

Procurement Engineer

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SUMMARY

I am a skilled and results-driven Procurement Engineer with 3 years of experience in purchasing, inventory control, and vendor relations. I excel at cost-effectively sourcing and procuring materials, ensuring smooth operations without any interruptions. My expertise includes managing budgets, vendor negotiations, and optimizing inventory levels to support organizational growth.

EXPERIENCE

Procurement Engineer

Lithion Power Pvt. Ltd

02/2024 - Present | Noida

Lithion Power is India's indigenous largest supplier of EV Powertrain technology

- Taking plant purchase requirements from users & making monthly budget requirements for the plant and comparing with allocated budget
- Making PO to suppliers
- Updation of plant stock of purchasing items to HOD Daily wise
- Making and updation of supplier masterlist, category wise
- Receiving the quotations from suppliers and doing the rate verification and comparison
- Searching and develop of new supplier
- Vendor code Opening for supplier
- Making Info records for supplier
- Verification of required item with plant available stock, before making PO to control excess inventory
- Maintain minimum level inventory for all running materials
- Inventory Control
- Cost saving by negotiation or by develop alternate supplier

Purchase Assistant (Vendor Development)

L.G. Balakrishnan & Bros LTD

06/2022 - 01/2024 | Rudrapur (Uttarakhand)

M/S L.G. Balakrishnan & Bros. Limited is an IATF 16949:2016, ISO 14001:2015 & OHSAS 18001:2007 Certified Company and Largest Manufacturer of transmission Chain & Sprocket Parts for All Two Wheelers OEM in India

- Capacity planning for outsource Material with respect to lead time & supplier capacity
- Co-ordinate with Production department for daily material planning & material sending and receiving plan to vendors
- Update info record creation & change
- Material code creation, extension in SAP
- HSN updation, Purchase negotiation
- Update of Vendor end Inventory
- Practicing FIFO

EDUCATION

MBA(Pursuing)

Dr.A.P.J. Abdul Kalam Technical university Uttar Pradesh

09/2024 - 07/2026 | Gajjyabad

Bachelor of Arts

Govt. PG College Rampur

12/2021 - 12/2023

Diploma in Electrical Engineering

Govt Polytechnic

08/2019 - 09/2022 | Uttar Pradesh

LANGUAGES

Hindi Native | English Advanced

STRENGTHS

- Work Management**
Handling of day to day work by daily work management, learning by experience, and effective time allocation
- Cost-efficient procurement**
Proficient in sourcing cost-effective materials
- Budget management skills**
Strong ability in managing budgets effectively
- Vendor negotiation**
Successfully negotiates with vendors for better rates
- Inventory control**
Expertise in maintaining optimal inventory levels

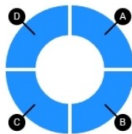
KEY ACHIEVEMENTS

- Purchase Budgeting & Maintaining Inventory**
Successfully managing plant operations smoothly by maintaining inventory without interruptions, contributing directly to organizational growth
- Expanded Supplier Base**
Developed new vendor relationships, increasing supplier base by 20% within one year
- Inventory Control Efficiency**
Maintained inventory levels at 95% accuracy, reducing excess stock by 15%

SKILLS

Communication | Team work & collaboration
Problem solving | Technical proficiency | Adaptability

MY DAY



- A** Review production plans and determine material requirements
- B** Maintain records of procurement activities
- C** Issue and track purchase order to ensure on time delivery
- D** Negotiate price and delivery terms with vendor

