CURRICULUM VITAE

GOVIND CHANDWANI

Plot No. 77-A,
Krishna Vihar Vistar. New Sanganer Road, Jaipur
Rajasthan. PIN-302017
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Contact no: **9950997472**

CAREER OBJECTIVE:

Exposure to analytical Skills, Quick learner, Excellent Leadership Skills, Timely achievement of targets, efficient discharge of responsibilities assigned.

EXPERIENCE :

- **Working in capacity of Purchase & Store Manager in The LNM Institute of Information Technology from 2nd July 2019 to till date.**
  - Receiving of requisition, checking for all the necessary requirement for processing further.
  - Coordinate with the indenter to understand their requirements.
  - Collecting quotation from vendors through tender and direct contact.
  - Preparation of financial comparison and other supporting documents for negotiation.
  - Negotiation with the guidance of Purchase Officer.
  - Issuance of purchase orders to the vendors.
  - Various report preparation for the purchase committee.
  - Officiate purchase & store department in absence of Purchase Officer.
  - Store related work.
  - Upkeeping of detail of Store.
  - Daily/Monthly checking of Store.
  - Yearly financial purchase planning of stores.

- **Worked in capacity of Store Manager in The LNM Institute of Information Technology from 01st August 2016 to 01st July 2019.**

- **Worked in capacity of Storekeeper in The LNM Institute of Information Technology from 06th February 2013 to July 2016.**

JOB RESPONSIBILITY: Responsible for Maintenance of Store, Asset Verification, Routine Maintenance work for The LNM Institute of Information Technology.

- Daily issuance of Store to the Maintenance staff and other employees.
- Up keeping of detail of Store.
- Daily/Monthly checking of Store.
- Yearly financial purchase planning of stores.
- Material arrangement.
- Routine Maintenance

- **Worked in capacity of MIS Executive (PRMC cum Commercial) in GTL Limited through Global Innov from 31st Dec 2007 to 05th Feb, 2013 and individually handling all aspects of Partner Manager Functions as well as warehouse and commercial activities.**

JOB RESPONSIBILITY: Responsible for procurement, Warehouse material Management, vendor development, negotiation, payments etc to support various projects running at location i.e. RTIL, IDEA, HUWAI, Eric-BSNL, RE-MW, GIL, ZTE, Nokia-BSNL, WTTIL, SSTL etc.

- Coordination with Logistics and Transporters for smooth delivery at site.
- Material Entry process management for warehouse.
- Identification of new partners, registration & negotiations.
- Procurement of consumables & job work requirement to meet the Production schedule.
- Source / vendor development & pricing capital, consumables & job work requirement as per indent.
- Scrap disposal & price settlement.
- Price negotiation and schedule line agreement to vendors.
- Co-ordinate with vendors for delivery and services.
- Bill passing after assessment of bill with corresponding purchases Order.
- Administration & management of Vehicle for Staff & transportation.
- Daily, weekly and monthly reports of indents and purchase orders.
- Coordination with vendor and internal departments i.e. Commercial, QSB, Audit, project etc.
- Issuing service orders / purchase orders for partners executing work on 700+ sites at Rajasthan circle for various projects.
- Tracking purchases, payments, retention etc.
- Correspondence with management for approvals and other related activities.
- Sending weekly MIS
- Supporting in partner payment process.

➢ **Worked as a Computer Graphic Designer in Swastik Communication, Jaipur from October 2001 to Dec 2007.**

➢ **Worked as a Customer Relation Executive (Part Time) in HIYA INDIA (Exporter of Herbs, Herbal Extracts etc.) Jaipur from May 2006 to Dec 2007.**

PROFESSIONAL QUALIFICATION:

- **DCP (Diploma in Computer Programming)** from Capital Computer.
- **CIC (Certificate in Computing)** from IGNOU.

EDUCATIONAL QUALIFICATION:

- **MBA (Finance)** from Jaipur National University in the year 2015.
- **Graduation (Science-Bio)** from Rajasthan University in the year 1998.
- **Sr. Secondary (Science- Bio)** from Rajasthan Board in the year 1994.

Computer Skills:

Operating System	:	Windows- XP, 2000, 98, 95, Dos
Word Processing	:	MS-Word-2000,97,XP,Word Star
Spread Sheet	:	Excel-95, 2000, XP, Lotus 1-2-3
Database Management	:	dbase, FoxPro
Designing tools	:	DTP (Page Maker, Corel Draw, Photoshop)
Others	:	Internet, Page Maker-6,6.5.

PERSONAL SKILLS/STRENGTH:

- Comprehensive problem-solving abilities, willingness to learn, honest and practically optimistic.

PERSONAL PROFILE:

Date of Birth	:	01 May 1978
Nationality	:	Indian
Language Known	:	Hindi, English

Place **:**
Date**:** **(GOVIND CHANDWANI)**