(LEELA RAM SAINI)

Self Appraisal and Objective:- **EXTREMELY EXPERIENCE to ORGANIZED with SELF MOTVATED IN BELOW AREA TO KEEN PLANNER/STRATEGIST WITH MANAGE & SEEKS MANAGEMENT POSITION AND EXCELS AT HELPING BUSINESS TO ACHIEVE THEIR GOAL BY CONSISTENTLY REDUCING ALL TYPE COSTS, IMPROVING PROCESS AND EFFICIENCY.**

SUMMARY:- 27+ Years of Experience in Purchase, Stores, Logistics, EXIM Documentation & GST at Manufacturing Industry, Institute and Trading Business

KEY SKILLS / STRENGTHS

- **Team Player & Given Training**
- **Cost Saving & Control**
- **SCM, Logistics & Distribution Strategy**
- **Process Improvements**
- **Reporting & Analysis**
- **Vendor Development & Management**
- Maintain 5'S' in Store & **MSDS** for Chemical Store.
- Maintain **FIFO(FMFO & FEFO)**
- **Handle Internal/External & Other Audits**
- **Sourcing & Strategic Planning**
- **Forecasting & Demand Planning**
- **Inventory Management**
- **Manpower Handling & Management**
- **Handle GST/TDS/TCS, & its Audits**
- **Time & Risk Management**
- **RMPC & PPC Planning & Forecasting**
- **Good Negotiation, Communication & Analytical Skills.**

ACHIEVEMENTS:- 1) 5% Cost saving in Consumables & Repair Items. Annual (Rs.5,00,000/-).
2) Inward/Outward freight Reduce Rs.0.50/=PKG i.e. Saving(Rs.3,50,000/-).
3) Cost Saving by New Technique, New Vendor Localization(Rs.2,00,000/-).
4) Cost Saving by Prevention of Production Wastage& Scrap(Rs.3,00,000/-).
5) Achieved Zero hour Production Line Stoppage. 6) Achieved Three time Employee of the month Award.

Period	Company Name	Designation	Profile	Location
From Oct., 2022 to Till	Rajasthan Digital Tiles Pvt. Ltd.	Manager- Purchase, Commerce	Purchase, GST, Stores, EXIM /Logistics etc .	LAKHNI, NCR Sikar
Feb., 2022 to Oct., 2022	SIGMA Electric Mfg. Corp. Pvt. Ltd	Manager- SCM-Logistics/Commerce	Purchase, GST, EXIM, Logistics etc.	Pune-MS Jaipur-Raj.
Nov.,2019 to Feb.,2021	Synergy Crop Science Pvt. Ltd.	Manager-Purchase/Stores	Purchase, Stores, GST/ TDS/TCS, Logistics etc .	Reengas, Jaipur(Raj.
July 2005 to Nov., 2019	Aksh Optifibre Ltd.	Dy. Manager–EXIM/ Logistics, Stores	Purchase, Stores, GST/ EXIM, Logistics etc.	Reengas, Jaipur(Raj.
Aug.,1995 to June, 2005	BITS Akshay Super Market Stores	Jr. Officer-Commerce/ Accounts	Purchase, Stores, Sales, Accounts etc.	Pilani (Raj.)

I Lead Overall Responsibility on above area to Maximize the Efficiency or Productivity. In addition, I Play a Crucial role in Maintaining good Relationships with Vendors, Distributors and Customers.

1. PURCHASE/ PROCUREMENT/ SOURCING/ MATERIAL/ GSTR:-

- Provide Training to achieve Department Goal & Improve the Skill sets of the Team Under this Position.
- Check & Prepare and Approved PO as per Quotation, Purchase Bill GRN or Contracts.
- Purchase all type Material- RM,PM, Chemicals & General Parts as per user department Required.
- **Budget**- Make Qtr / Annual budget for Purchase Costs with Analysis.
- **Organizing ARC's (, Annual Rate Contract) to Achieve best Price.**
- Make GST-1 / 2A/B, GST-3B, 9/A/C Returns for GST Dept. & Other Returns or Make Challan also.
- Lisening & Meeting with DGFT, GST, Custom Deptt. as per required.
- Knowledge of LUT, DDB, Rebate Claim, Advance License, Export Incentives, Foreign Trade Policy
- Make Perfect Planning of Loading & Unloading of Vehicle/Container According Dispatch/Purchase.
- Forecast of Materials in Accordance with the Targets & Avoiding the Over Stock, Out of Situations.
- To be able to make **SOP**s from the scratch & manpower handling skills.
- Maintaining good Relationships with Vendors, Distributors and Customers.
- Forecast of Materials in Accordance with the Targets & Avoiding the Over/Out of Stock Situations.
- Coordinate with Head Office to follow up on due Payment to ensure no stock outs at any time.

- Consistently Evaluating Vendor Performance to ensure adherence to Predefined Specifications.
- **Perform Risk Management for Supply Contracts and Agreements.**
- Procurement of Short/Damage Stock Maintaining Minimum Stock Level for Critical Materials.
- Knowledge of Import, Customer, Shipping and Various banking methods like LC etc.
- Arrange Inspection (Supplier/Vendor) of material hold due to quality problem on immediately.
- Good Aware about Hazards item Identification, uses PPE's, MSDS and implement all QMS activities.
- Efforts to be done to reduce the Cost, Performance to meeting of service, delivery and quality norms..
- Monitor key Suppliers for Develop good Relationship with Supplier to have a Win-Win Relationship.
- Ensure timely delivery of material to production department e.i. no incidences for production stoppage.
- Handling significant volumes of import consignments mainly in container mode on FOB/CIF basis.

2. STORES / WAREHOUSE :-

- Maintain **FIFO(FMFO & FEFO According ISO14001-2016)**, 5'S' in Store & **MSDS** for Chemical Store.
- To Check/Prepare **GRN, MRN** daily basis for stock updating in system.
- Monitoring all Records of Stores, Warehoused & Preparation daily basis.
- Statutory regulations and compliance, Audit observations and solving audit queries.
- Good Aware about Hazards item Identification, uses PPE's, MSDS and implement all QMS activities.
- Handling Store Independently of Raw, Consumable, Spares Material.
- Monitor FG Stock & Reconcile every month with physical and RG-1 Stock.
- Maintain a safe and healthy work environment by establishing, following, and enforcing standards.
- Develop Vendors for Packaging Materials and ensure their periodic audits.
- Adhere to all Warehousing & Handling Shipping Laws and requirements.
- To Check Job work Challan & Authorize, Goods sent out side & Reconcile of Job work register.
- Take Ownership to Maintain Store Hygiene, Adherence of Policies, **SOP**s & its Commercial Success.
- Manage all Store Operations in a systematic and efficient manner, as per Established policies.
- Develop warehouse Handling & Storage Requirements, Equipment Utilization, Inv. Mgt. and **GRN.**
- Overall responsible for the Stores & Strategy to Maximize the Efficiency or Productivity.

MIS- Making MIS Report of Creditor's/Debtor's for Daily/Monthly/Qtly /Yearly Plan v/s Actual.

PROFESSIONAL QUALIFICATION :- I did my **MBA-Finance** in Nov., 2012 From **M.D. University**, Rohtak (HARYANA), **With 62.20%**. It is A+ Rating by NAAC & top 15 Govt. University in India.

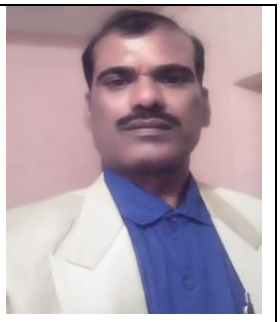
ACADEMIC QUALIFICATIONS: -

1. **M.Com.(ABST) from Rajasthan University with (65.7%) In 1995.**
2. **B.Com.** from Raj. University with (69.33%) In **1993**.(Distinct. in Six Sub.).
3. **Hr. Sec.** from Ajmer Board with (60.55%) In **1990.**(Proficient in English).
4. **Secondary** from Ajmer Board with App. **Ist** Division(59.52%) In **1988.**

TECHNICAL QUALIFICATION:- Done Computer Diploma in "**DPC**S" trade from "**Birla Technical Training Institute**" Pilani (Raj.) with "A+" Grade.

COMPUTER SKILLS :- SAP(SD/MM/WMS/FI), JD Edward 9.2, ERP, Tally ERP/Prime, Busy+ etc. and Windows/XP, MS Office, Power Point, Internet, E-mails, Innerweb, COBOL & BASIC Programming also.

TRAINING:- (1) Done 2 day Training of Material Mgt. & SCM by **CII.**
(2) Done 2 day Training in Safety & Environmental Health by N.S. Council.

PERSONAL DETAIL :-	**CONTACT ADDRESS:-**	
F. Name : Shri J. K. KATARIA DOB : 05-01-1974, M. Status.: Married (having two Child) P.P. No. : R6422270 (Exp.22.10.27) P. CTC : Exp.CTC: Negotiable Not. Period: 30 Day(Can Join 15 day) saini_lr07 diffmail.com, kataria.lr09@gmail.com Mob.No.:- 7014987789, 9829868760	**Rajasthan Digital Tiles Pvt. Ltd.,** NH-52, LAKHNI ROAD, PO:-LAKHNI , Dist.:-Sikar (Raj.), **PERMANENT ADDR:-** Patwar Gali, Pathar Mandi, Behind RSEB Off., W. No.-13, PO:-Ringas-332404, Dist.:-Sikar, Raj.	

My Outstanding Abilities to Understand People and Problem Solving Skill have been Recognized my Leadership Quality. I assure you that I will take all Responsibilities with Sincerely, Honesty & will give Best Output to get Organization Goal. So I think, I am the Right Candidate for the Post.

Date: … … … … … … …
PLACE: … … … … … … …

(LEELA RAM SAINI)