Rajesh Gurjar



Purchase Officer

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Purchase professional well versed in the procurement process consisting of preparing Tender Documents (Both e-Tenders and Manual Tenders), coordinating pre-bid meetings, opening of Tenders, preparing initial comparative statements, placement of Purchase Orders, post PO follow-up etc. A proactive candidate highly experienced with Government procurement procedures.

Experience	
July 2018-Present	**JUNIOR ENGINEER (STORES)** Gujarat Metro Rail Corporation Ltd, Ahmedabad
	Dealing with purchase & procurement activities including GeM procurements, which follows GFR rules and applicable Government regulations
	Preparing and analysing competitive sealed bids, competitive sealed proposals, requests for quotations and requests for statements of qualifications
	Preparing the proposals (Technical & Commercial). Preparing & filling E-Tenders. Bid Making. Follow-up with government officials regarding Tender related works.
	Conducting pre-bid and pre-proposal conferences
	Coordinating and supervising activities of evaluation committees
	Purchase order processing, Inventory Management, Bill of materials and services
	Procurement of all types of goods and services as per organisation’ s purchases procedure and norms.
	Searching and sourcing potential suppliers and vendors
	Supervising the activities of Stores, Annual Asset verification activities
	Interacting with CAG auditors
	Maintaining a database of approved suppliers
	Working with suppliers and manufacturers to serve and interact with internal departments

	Exposure of working in e-procurement and ERP/SAP environment.
	A team player capable of working in a challenging and demanding environment.
	Able to communicate clearly, both written and verbally, with subordinates, peers, and senior management.
Achievement	Formulation of Store Manual for GMRCL
	Formulation of various types of drafts and Formats for Stores
	Formulation of SoP keeping in view of other Metros for Stores

Education	
July 2009- Jun 2013	**B. Tech Computer Science & Engineering** Rajasthan Technical University, Kota Rajasthan

Skill Set	
	Decision-Making
	Teamwork and Collaboration
	Document preparation
	Contract Negotiation
	Procurement expertise
	Interdepartmental communication
	Inventory management