RESUME

Anil Kumar
Village – Panji Ka Bas (Keerpura), Post Office – Khatkar
Tehsil – Gudha Gorji, District – Jhunjhunu, Rajasthan – 333012
+91-9460778860 | anileducator84@gmail.com
Date of Birth: 01 January 1982 | Marital Status: Married



Objective

Experienced and disciplined ex-serviceman with over 17 years and 9 months in the **Indian Army (Army Education Corps)** with specialization as **Subedar/Instructor Special**, having extensive hands-on experience in **procurement, local purchase, inventory management, GeM portal operations, and store maintenance**. Seeking the role of **Purchase Officer**, where my leadership, administrative and purchasing expertise can contribute to organizational efficiency and compliance.

Key Skills

- **Procurement & Local Purchase (Manual & GeM Portal)**
- **Inventory and Store Management**
- Vendor Evaluation & Purchase Committee Handling
- Documentation, Bill Processing & Record-Keeping
- Security & Logistics Coordination
- Leadership, Administration & Team Supervision
- Working knowledge of MS Office, GeM, and military logistics systems

Professional Experience

Indian Army – Army Education Corps
Subedar / Instructor Special
Duration: 26 September 2006 – 30 June 2024
Total Experience: 17 Years 9 Months

Roles & Responsibilities Related to Purchase & Logistics:

- Served as **Presiding Officer and Member** of **Local Purchase Committees** and **Board of Officers**.
- Conducted and supervised **procurement of goods/services** through **GeM Portal** and Local Purchase as per government norms.
- Managed **vendor evaluation**, comparative statement analysis, and **bill processing** for timely payments.
- Maintained and updated **store ledgers, issue registers**, and **stock inventories**.
- Ensured **compliance with government procurement guidelines**, audit standards, and financial accountability.
- Coordinated **receipt, inspection, quality verification**, and **distribution of purchased items**.
- Actively involved in planning annual purchase budgets, ensuring optimal allocation of funds.
- Supervised **security and logistics** of training areas, barracks, and stores.

Educational Qualifications

Qualification	Year	University/Board	Percentage
Bachelor of Journalism	2025	VMOU, Kota	69.75%
MA (Geography)	2019	VMOU, Kota	69.00%
MA (History)	2014	Rajasthan University, Jaipur	58.33%
MA (Political Science)	2012	Rajasthan University, Jaipur	59.44%
MA (Hindi)	2010	Rajasthan University, Jaipur	56.77%
B.Ed	2005	Rajasthan University, Jaipur	69.11%
BA	2002	Rajasthan University, Jaipur	56.33%
Class 12	1999	RBSE	61.08%
Class 10	1996	RBSE	60.34%
Certificate in ADP	2007	AEC T C & C, Pachmarhi	61.20%

Additional Strengths

- Extensive understanding of **government procurement processes**
- Strong interpersonal and coordination skills for vendor communication
- High standard of **discipline, integrity, and accountability**
- Effective leadership with proven ability to manage teams and logistics operations under pressure

Languages Known

- Hindi – Native
- English – Proficient

Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge and belief.

(Anil Kumar)
Date: 30-05-2025
Place: Jhunjhunu, Rajasthan