CURRICULUM VITAE

Personal Details

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Date of Birth: 25-02-2001
Nationality: Indian

Professional Summary

Proactive and results-driven Purchase Executive with over 2+ years of experience in procurement and supply chain management. Skilled in vendor development, cost negotiation, inventory control, and ensuring timely delivery of materials. Strong ability to streamline procurement processes, reduce costs, and build long-term supplier relationships.

Education

- Bachelor of Science (B.Sc) – IGU, Meerpur (Rewari)
- Senior Secondary (12th) – Haryana Board
- Secondary (10th) – Haryana Board

Key Skills

- Strategic Sourcing & Procurement
- Vendor Management & Negotiation
- Inventory & Material Management
- Cost Reduction & Cost Control
- Purchase Order Management
- ERP Systems (Tally ERP 9, ST-ERP, SAP)
- Supply Chain Coordination
- Team Coordination & Leadership

Work Experience

Mangal Electrical Industries Limited
VKIA, Jaipur, Rajasthan | Dec 2025 – Present
- Managing end-to-end procurement activities including purchase planning and vendor coordination.
- Issuing purchase orders and ensuring timely delivery of materials.
- Negotiating with suppliers for cost-effective procurement.
- Monitoring inventory levels and maintaining accurate stock records.
- Coordinating with production and stores departments for smooth operations.

ALFA Intercontinental Pvt. Ltd.
Malviya Nagar, Jaipur, Rajasthan | Aug 2023 – Dec 2025
- Issued and managed purchase orders and resolved supplier discrepancies.
- Assisted in supplier development and reduced single-source dependency.
- Maintained purchase, pricing, and inventory records in ERP system.
- Conducted market research to ensure competitive pricing and quality sourcing.

Certifications

- Basic Computer Fundamental

- Tally ERP 9

Technical Skills

- ERP Systems: Tally ERP 9, ST-ERP, SAP
- MS Office: Excel, Word, PowerPoint
- Google Drive
- Internet & Email Correspondence

Languages Known

Hindi | English