**CURRICULAM VITAE**

**NARESH PACHAURI**
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**CAREER OBJECTIVES**

Seeking for a challenging position in progressive organization, which Progresses dynamically and will give me a chance to prove my knowledge and ability.

**CAREER SUMMARY**

* More than 5+ years of experience in various facets of procuring materials from markets.
* Expertise in developing local vendors, reducing the cost of procurement of material.
* Experienced with implementing systems of inventory management avoiding over-stocking or wastage.

**COMPANY PROFILE**

**SPACEAGE SWITCHGEARS LTD**. is an ISO Certified organization collaborated with M/s Hundai Heavy Industries Ltd. (Korea) for ACB’s, MCCB’s and M/s Delta Electrical System (UK) for switch boards. The company is manufacturing of Electric Panels, Switchgears, MCCB’s and ACB’s, Static energy Meters, Lighting Fitting, and Cutout Boxes, Aluminum base plates, Mould press& Switch Boards etc.

**JOB RESPONSIBILITIES:-**

Presently I am looking engineering purchase, Project Purchase, Development Purchase. I was involved in procurement of project.

Materials like Stillness steel, CRCA sheet, FRP & Epoxy sheet, Copper & Brass sheet, Electrical Motors, Electronics components, Sheet Metal components & etc.

* Planning (AIR CIRCUIT BREAKER) component as per production plan.
* Purchasing Sheet metal components for ACB & MCCB & FUSEBASE Products.
* Purchasing Raw material.
* Purchasing electronics & electrical components & items.
* Vendor Development, prepare of Enquiry
* Negotiation with Party and Placement of Purchase Order / Work Order.
* Follow-up with supplier for Delivery / Rejection / Shortage
* Preparation of all types of Purchase Order on CMC Programming System
* Daily reporting of Purchase Activities to Purchase Manager – Works
* To co-ordinate with Account department for bill passing & vendor Payment
* Making Purchase order.
* Ordering for the short component to vendors.
* Vendor follow-up for Timely delivery of the component.
* Development of vendors for Sheet metal & molding components & electronics-electrical components & CNC components.
* Handle all field work for all over India.
* Maintain Documents as per I.S.O. standard**.**

**ACHIEVEMENTS**

* Saved 8 Laces Rupees in the year 2014 for “Spaceage Switchgears Ltd” by identifying domestic vendors to supply material which was earlier imported.
* Revived old vendors supplying sheet metal & electronics components by effective management of database which saved time in looking out for new vendors and started immediate production for “Spaceage switchgears Ltd” in the year 2013.

**KEY SKILLS**

**For Purchase management**

* Setting up the weekly, monthly, quarterly procurement plan.
* Procurement of raw material from market.
* Development of alternative local sources for raw materials which helps in cost saving.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Liaison with the production department to maintain optimum inventory.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.

**For Vendor Development**

* Effective management of vendor database.
* Classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
* Development of new vendors.
* Conducting trainings for vendors to educate them about company’s requirements and help them in improving their performance.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Timely clearance of payments & handling vendor inquiries.
* Developing reports on various programmers run for vendor development for top management.

**For Stores Management**

* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

**EMPOLYERS**

* Working as Purchase officer for “SPACEAGE SWITCHGEARS LTD.” from Aug ’2012 to present.
* Working as Purchase executive for “TRIDENT ELECTRICAL (P) LTD.” from Nov ’2010 to Aug 2012.

**EDUCATIONAL QUALIFICATIONS**

* B.Com form Manav Bharti University, H.P
* One year Diploma in Software through F-TEC institute.
* Diploma in computer Hardware & Networking from S.I.S.I. institute, Okhla, New Delhi. (Central Govt of India)
* Pursuing MBA in Sales & Marketing in NIMS University.

**COMPUTER KNOWLEDGE**

* Well versed with MS Office, Windows 2000 and Windows XP.
* Working knowledge of CMC
* Working knowledge of AUTO CAD (2D).

**PERSONAL DETAILS**

Date of Birth : 23rd Aug 1985.

Sex : Male

Father’s Name : Sh. Om.prakash Pachauri

Marital Status : Married

Nationality : Indian

Hobbies : Long Driving,

Language Known : Hindi & English

Current CTC : 20000/-

Date:-………..

Place:-………. **(NARESH PACHAURI)**

