**PRAVEEN KUMAR VERMA **

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| **OBJECTIVE** |

Seeking for a responsible career in material management, purchase and logistics , where in I can utilize my enriched professional aspects of knowledge and skills for making a significant contribution in the success of an Organization of repute

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| **PROFESSIONAL PROFILE**  |

* **MBA in Finance and Marketing** with 7+ years of professional excellence in driving business growth and fostering efficiency while executing multi-faceted task.
* Core competencies in **Logistics,** **Vendor and Supply Chain Management.**
* Coordinate with vendors for quotation, negotiation for price and preparing comparative accordingly.
* To review the confirmation of order, delivery note and invoice and follow up for same.
* To resolve vendor grievances, dispute and claims against suppliers.
* To Control cost, new vendor acquisition and enhance procurement cycle.
* Excellent written and verbal communication.

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| **WORK EXPERIENCE** |

1. ***DHL* Logistics *Pvt. Ltd.,Gurgaon, India***

***Job Title : Supply Chain Executive***

***Duration : Jan ’14 – Till Date***

**Key Responsibilities:**

* To Hand Logistics team and coordinating suppliers for smooth operation of logistic cycle.
* To manage everyday transport operations and follow up for shipments, PODs and quality control
* To update management for release schedule, undelivered goods status and advice corrective plan.
* Coordinating with vendors to achieve KPIs to optimize the resources.
* To follow up for on time submission of vendor invoices and ensure timely payment to them.
* Knowledge of taxes and rules for procuring the material from vendor location to factory location such as Road permit, entry tax etc.
* Devising efficient Logistics Management System to ensure delivery of Material as per committed timeline with inventory cost management.
* Analyzing the data to rate the suppliers based on percentage of claims, quality improvement, timely delivery and on credit terms
* Coordinating with management for new supplier acquisition and future growth plan for company.

**Professional Achievements:**

* Appreciated by management and vendors for efficiently plugging the operational cycle cavities.
* Awarded by department head for successfully inventory and cost control.
1. ***Friends Color Images Pvt. Ltd.,Gurgaon, India***

***Job Title : Assistant Purchase***

***Duration : Feb ’11 – Dec ‘13***

**Key Responsibilities:**

* Forecasting, planning, follow-ups for Procurement of Raw Materials, goods and Consumables Items.
* Material Identification and selection to ensure plant capacity will remain utilized.
* Ensuring up to date Equipment availability for continuous production & labour utilization.
* To coordinate for ensuring quality, on time delivery and timely payments to the vendors.
* In case of any rejection of Material, interact with quality control department and Supplier to resolve problems.
* Developing long-term partnerships with Domestic suppliers, managing day to day supplier performance to ensure meeting service, cost, delivery and quality norms.
* Managing logistics functions, negotiating with Transporter & Clearing agents of cost effective transport solution and clearances.
* Identifying and evaluating potential vendor for alternate source respect to cost effective purchase with dedicated capacity.
* Consistently evaluating vendor performance to ensure adherence to predefined specifications and supply of quality material/execution of job works.

**Professional Achievements:**

* Successful inventory and lead time management with efficient utilization of resources for cost control.
* Played a key role to potential vendor development.
1. ***“New U” H&B Stores Ltd. ( Subsidiary Of Dabur India Ltd.), Delhi***

 ***Job Title : Purchase Executive***

***Duration : Sep.’08 – Jan.’11***

**Key Responsibilities:**

* To generate Purchase Order and Goods Receive Note on departmental approval
* To develop alternative local sources for imported raw materials for controlling cost
* To Coordinating with sales, production, logistic dept. and warehouse for requirement and delivery schedule.
* To prepare MIS for supply order records, procurement and actual sale
* Interaction with finance and accounts departments to release payment of vendors as per supply terms.
* Planning, scheduling and procuring the outsource materials for strategic operation team.

**Professional Achievements:**

* Appreciation by management for optimizing product sales & increasing turnover within six months by proper coordination and control with team members, vendors and customers.
* Enhancing the profit margin by proper inventory management.

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| **SUMMER INTERNSHIP** |

* In **ICICI Prudential**, **Project Title:** *Recognize Potential and Consistent Performance in Dynamic Corporate Culture.*
* **Other Project:** *Marketing Strategy for Cattle Feed Organization.*

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| **COMPUTER PROFICIENCY** |

* Expert level experience in **MS Office- Word, Excel, Power Point.**
* Knowledge of **SAP (STO and GRN) and Tally.**

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| **EDUCATIONAL QUALIFICATIONS** |

* **MBA (Finance &Marketing)** from Lal Bahadur Shastri Institute of Management & Development Studies, Lucknow in 2008.
* **Bachelor of Science** in P.C.M. major mathematics from D.A.V.P.G. College, Kanpur in 2005.
* **XIIth (Science)** from V.P.I.C., Kanpur in 2002.
* **X th (Science)** from V.P.I.C., Kanpur in 2000.

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| **PERSONAL DETAILS** |

* **Date of Birth :** 11th Nov. 1984
* **Nationality :** Indian
* **Marital Status :** Married
* **Language :** English, Hindi
* **Passport No. :** G9472689
* **Skype ID :** pkumars77
* **References :** Available on Request