



RESUME

Name : Milind R. Padval.
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➤ Objective

To gain exposure as a Purchase Manager with your esteemed organization where my skills and past experiences can be a positive contribution to the company.

➤ Experience and Competencies

- Day to day work which includes inquiries as per requisition, checking quotations and finalized it for placing Purchase order, and arranges logistics arrangement.
- Planning of reorder cycle including defining procurement terms, determine cut-off cost as per budget, Eliminate Goof-Ups from purchase orders, and track spending as per defined policies.
- Co-ordinate with other department, 3-way matching inventory for Invoice not received (INR) and received not invoiced (RNI), other MIS Reports as per request.
- Create and implement vendor policy and understanding vendors for improved procurement system.
- Knowledge of Store Clustering & Accounting including voucher entries, Bank Reconciliation, reports.

➤ Details of Past Work Experiences

Name of the Organization	Work Profile of the Company	Designation	Duration
1. Weener Empire Plastics Pvt. Ltd.	Manufacture of Plastic Packaging Materials	Purchase Executive	June 2011 to October 2019
2. Concept Shapers & Electronics Pvt. Ltd.	Manufacturing of Engineering Systems and Solutions for Defence and Industries.	Purchase Executive	May 2010 to February 2011
3. Future Group – Pantaloons Retail (I) Ltd.	Food Bazar Outlets, Chain of grocery & departmental stores	Sales & Warehouse Team Member	October 2004 to June 2009

➤ **Academic & Professional Qualification**

Qualification	Board/ Institute	Year of Passing
MBA in Purchase & Operation Mgmt.	IIBMS (Correspondence)	2017
One Year Diploma Course in Material Management	Welingkar	2008
B.Com from M.K.S. College	Mumbai University	2008
HSC	State Board	1997
SSC	State Board	1994

➤ **Skills and Interest**

Proficient in Microsoft Office, SAP & Custom Made ERP Systems.

➤ **Salary Expectations**

Last CTC	Expected CTC	Notice Period
Rs. 3,50,000/-	Rs. 5,00,000/-	Immediate

➤ **Personal Details**

- Date of Birth : 5th Dec, 1975.
- Marital Status : Divorcee.
- Permanent Address : 104/A Wing, 1st Floor, Dattaguru (Andheri) S.R.A. C.H.S. Ltd., Ceaser Road, Dattaguru Nagar, Amboli, Mumbai - 400 058.
- Nationality : Indian
- Languages Known : English, Hindi and Marathi.