

Resume

Nirav A. Pathak

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Career Objective:

To pursue a career in an organization where my skills are effectively utilized. Looking for challenging opportunity and more exposure to latest technology where I can prove my worth and bring out my technical and leadership qualities for the sake of company.

Qualification

Post Graduation: Master of Commerce with principal subject as MARKETING in the year 2011 with 48%.

Graduation : Bachelor of commerce with principal subjects of ACCOUNTANCY in the year 2009 with 58.4%.

Post Graduation & Graduation from: Maharaja Sayaji Rao University of Baroda.

H.S.C. (12th) from GSEB in the year 2006 with 68%.

S.S.C. (10th) from GSEB in the year 2004 with 69%.

Computer Skills

Working in SAP on Modules of Purchase and Stores functions.

Utilities of M.S office like MS-Word, MS-Excel, MS-Power Point

Tally: Basic training

Internet Browsing for Product searching, supplier contacts, new market inventions, etc.

Got award of Ariba Champion (Buyer of the month-March 2019)

Experience

Presently working with RMC india (Prism Johnson LTD) Ahmedabad since Jan-2018

Position Title : Commercial Head – Gujarat (Asst.Manager)

Roles & Responsibility:

- Negotiation of cement and all RAW material monthly basis
- Planning & controlling material as per requirement for production
- Processing of quotation, negotiation, awarding of orders to vendor.

- Long term rate agreement for sand and aggregate suppliers
- Preparing of MIS Reports.
- Processing & awarding of ARC's.
- Budget & controlling.
- Development of new & alternate vendors.
- Preparation of MIS reports.
- Preparing MIS reports pertaining to revenue cost, cash flow, slow moving material, budgeting and cost plans.
- Regular tracking on store items
- Team management. Team co-ordination with team for processing of order

Have working with Asian Paints Limited Since Feb-14 to Jan 2018

Position Title : Purchase Officer

Roles & Responsibility:

➤ **Materials: Project/Revenue Material**

- Procuring of Materials (Including Chemicals)
- Planning & controlling material as per requirement for production
- Processing of quotation, negotiation, awarding of orders to vendor.
- Tracking of material as per our requirement & defining of time period delivery
- Redefining of Order Levels as per our requirement.
- Preparing of MIS Reports.
- Processing & awarding of ARC's.
- Budget & controlling.
- Development of new & alternate vendors.
- Preparation of MIS reports.
- Preparing MIS reports pertaining to revenue cost, cash flow, slow moving material, budgeting and cost plans.
- Regular tracking on store items

➤ **MAJOR PROJECTS DONE:**

- Plant Upgradation project (84 cr)
- Import Warehouse project (4.42 cr)
- PU Resin Manufacturing project (2.56 cr)
- Installation of Automatic packing machine (2 cr)

➤ **SERVICE-PROCUREMENT: (Capex Projects & Revenue Maintenance)**

- Make PR & PO for engineering services.

- Awarding Preventive maintenance order to Original Equipment Manufacturer for Industrial Asset Care.
- Awarding Order for various Cultural activities in Plant such as CSR, Medical Checkup etc.
- Preparation of AMC for prime production equipment's.
- Awarding order Hotels & Event Management Company for various events.
- Follow up with Account department for Vendor payment status.
- Maintain all types of records of MO, PR & POS.
- Invoice Processing.
- Updating SAP files into excel for monitoring.
- Manpower's bill passing & monitoring in excel.
- Monitoring & controlling revenue expenditure & capital expenditure
- Established system for tracking compliance to AMC schedules.
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Have worked with Ultratech Cement Ltd, Baroda (Aditya Birla Group), (From Feb-12 to Jan-2014)

Position Title : **Store Executive**

Roles & Responsibility:

- Assisting & handling of Engineering Spares for the plant
 - Maintaining Order level of all materials & Indent in SAP.
 - Entering & maintaining inward receipt register & preparing MRIR (Material Receipt & Inspection Report) of all materials.
 - Issue materials as per requirement of user department.
 - Preparing weekly & monthly Stock Statement of materials.
 - Maintaining record of Returnable & Non-Returnable Materials.
 - Preparing Debit & Credit Note of materials.
 - Taking regular physical stock of materials in store as well as plant.
 - Taking proper care of scrap yard & remove unnecessary item from yard.
 - Assisting & handling Machinery (capital item) during the erection time
 - Preparing & Maintaining Vender list
 - Taking regular follow-up of Indent
 - Preparing pending indent list on daily basis
 - Planning for Local purchase
 - Preparing comparative of items of deferent parties Quotation
 - Preparing Purchase order
 - Preparing pending order list on daily basis
 - Regular follow-up of delivery time
 - Purchasing Engineering, Electrical, Packing, Raw Material & Stationary item.
 - Taking proper care of Quotation & Pricelist of all parties
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Have worked with J K Lakshmi Cement Ltd. (RMC Unit), Baroda. From Jun-2010 to Feb-2012

Position Title : **Store In charge**

Roles & Responsibility:

- Assisting & handling of Engineering Spares for the plant
- Maintaining Order level of all materials & Indent in SAP.
- Entering & maintaining inward receipt register & preparing MRIR (Material Receipt & Inspection Report) of all materials.
- Issue materials as per requirement of user department.
- Preparing weekly & monthly Stock Statement of materials.
- Maintaining record of Returnable & Non-Returnable Materials.
- Preparing Debit & Credit Note of materials.
- Taking regular physical stock of materials in store as well as plant.
- Taking proper care of scrap yard & remove unnecessary item from yard.
- Assisting & handling Machinery (capital item) during the erection time

Have worked with Vishwakarma trading company, Baroda. From May 2009 to May 2010

Position Title : **Store In charge**

Personal Details

Date of Birth : 16\07\1989

Father's name : ANANTKUMAR PATHAK

Languages Known : English, Hindi and Gujarati.

Marital Status : Single

Hobbies : Do adventure activities, listening music & Travelling.

Declaration : I hereby declared that the information given is true to the best of my knowledge.

Place :

Date :

(Nirav Pathak)