

**Mr. Nikhil R. Kale**

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### **Synopsis**

- Experience of Procurement Executive in one of the leading hygiene chemical manufacturer.
- Experience of 1.5 Years as Project Purchase Executive at Sulphonation plant.

### **Professional Experience**

- Currently working as a Procurement Executive in **Diversey India Hygiene Pvt Ltd**, Mumbai from Feb. 2019.
- Previously worked as Project & Purchase Engineer in **Sai Fertilizers and Phosphates Pvt Ltd**, Ambarnath from Aug. 2017 to Feb. 2019.

### **For Procurement Department**

- Sourcing of Chemicals and Packaging material require for personal care, home care and Hygiene industry.
- Vendor management of different type of chemicals and packaging material such as plastic containers, Corrugated box, Labels etc.
- Coordination with quality and R&D departments for different type of cost saving projects.
- Monthly, Quarterly and half yearly pricing of different types of raw materials and packing material.
- Negotiating with different suppliers and vendors for best pricing and best terms and condions for the organization.
- Regularly updating the MIS of procurement department.
- Raised an RFQ's as and when required and allocating the volumes to best supplier.
- Raised PO of different raw material and packing material to the suppliers and vendors.
- Keep the market watch on the prices of packing material.
- Coordinating with planning department for the regular supply of material.
- Handle the Quality complaints and close it by getting the proper CAPA report from supplier.
- Regularly meet suppliers/vendors for better service.
- Coordinating with Finance department for the payments of supplier/vendors.

### **For Project & Purchase Department**

- To procure all project related materials from different sources by contacting different supplier and vendors.
- To received quotations from different suppliers and make comparison sheet for project Machineris such as Pumps, Blowers, Valves etc.
- To coordinate with vendors and suppliers for the timely delivery of materials and machineris.
- To get the work done from different contractors for project completion.
- To maintain safe working condition for the safety of people by encouraging the workers to use PPE's.
- Establish new Vendors and suppliers for new project.
- Handled raw material quality issues and resolved as procurement personnel.

### **Educational Details**

<b>Academic</b>	<b>Institute</b>	<b>Board/University</b>	<b>Year of Passing</b>	<b>Percentage</b>
BE. Chemical	S.V.I.T. Nasik	Pune University	2014	63.4%
H.S.C.	L.V.H. Science College, Nasik	Maharashtra Board	2010	61.8%
S.S.C	Pethe High School Nasik	Maharashtra Board	2008	78.7%

### **IT Efficiency:**

- Well versed with MS Office, Windows XP and Windows 8, Microsoft Outlook, JD Edwards ERP Software.

### **Project undertaken:**

- Study And Design of Linas Distillation System during final year of engineering.

### **Strengths**

- Positive attitude, Ability to work in a team with high level of involvement.
- I am energized by challenges.
- I am quickly grasping the new things.
- I am serious & sincere about my work.
- Positive approach towards work.

### **Curricular Activities:**

#### **Sir Visvesvaraya Institute Of Technology, Nasik**

1. Participated in different inter-collegiate quiz competition.
2. Worked for a social enterprise 'I-MAD' as a volunteer.
3. Publicity head in the national level event CHEMCOALESCE in our college SVIT.
4. Participated in different blood donation camp at college.
5. A third year seminar on the topic of biocolours.

### **Personal Profile:**

Name	:	NIKHIL KALE
Father's Name	:	RAJENDRA KALE
Date of Birth	:	1 <sup>st</sup> Dec, 1992
Marital Status	:	Single
Address	:	418, Jay Mahakali CHS, Chakala, MIDC, Andheri East, Mumbai - 400096
Nationality & Religion	:	Indian & Hindu
Languages known	:	English, Hindi and Marathi

### **Declaration:**

I hereby declare that the above mentioned information is true and the best of my knowledge.

Date:

Place:

**(Nikhil Kale)**