

# KIRAN B GADKARI

## SERVICE AND PURCHASE COORDINATOR

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### SKILLS

Problem Solving

Time Management

Adaptability

Inside sales

Client handling

Team handling

Vendor Management

Team Building

### EDUCATION

**Bachelors of Engineering (B.E.) Mechanical Engineering**

*Mumbai University, Mumbai, Maharashtra  
2013 – 2016*

**Diploma in Automobile Engineering**

*Shivajirao S Jondhle Polytechnic, Mumbai  
2010-2013*

### LANGUAGE

Marathi

English

Hindi

### RESUME OBJECTIVE

Working in service (Maintenance) industry for 4 years as Service Coordinator and Purchase executive. As a Mechanical Engineer have experience of Maintenance and service coordination of after sales service of the company products. Service is a just in time process, have ability to regulate it on time.

### EXPERIENCE

#### SENIOR SERVICE COORDINATOR PURCHASE COORDINATOR

*E.H.TUREL GROUP OF COMPANIES, (NOV 2019-AUGUST 2020)*

- Inspection of machine for proper working before shipment
- Handling client's queries regarding machine information.
- Communicating with OEM for claim status and parts.
- As a core member responsible **for inside sales** of spare parts
- Arranging Technicians for after sales services at Clients place.
- Arrangement of Demo Machine at Plant for Client.
- Coordinating with Spares team and client for spares requirement.
- Coordinating with purchase team and vendors.
- Follow up for Proforma Invoice and Purchase order for spare parts.
- Responsible to check AMC Tenure and Arranging Technicians on timey basis.
- Sending service Quotation to Client and taking follow up for same.
- Coordinating with workshop team for parts manufacturing.
- Maintaining Service Summary Sheet in Excel.
- Getting involve in maintenance activity and giving technical solutions.
- Visiting Clients place on regular basis for good customer satisfaction.

#### SERVICE COORDINATOR AND PURCHASE EXECUTIVE

*Madras Tools and Tackles LTD (DEC 2016- NOV 2019)*

- Responsible for keeping and update of breakdown machine status at various sites
- Have knowledge of Battery operated hydraulic heavy machineries.
- Appointment of correct Technician for a particular Breakdown.
- Worked on Electromechanical Hydraulic machines, also have knowledge of diesel engine.
- Inspection of equipment pre-shipment and post-shipment at the site.
- Vendor Management for required components of machines.
- Worked at RELIANCE DAICEC PROJECT AND MAKER MAXICITY AT MUMBAI, BKC
- Assesment of required tools for maintenance.
- Planning, implementing and monitoring daily service schedule.
- Responsible for handling routine maintenance of machines.