

ANNU KUMAR

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Seeking a challenging career in the Purchase Department with growth-oriented organization.

PROFESSIONAL SUMMARY: -

- A **Purchase Manager** having more than **9 years of experience** in purchase department.
- Presently involved in procurement at **Globe Civil Projects Ltd.**
- Plan to support company operation with an uninterrupted flow of materials and services.
- Plan TIMING (When to order) & QUANTITY (How much to order).
- Plan so as keep inventory at a minimum.
- Inventory control by following JIT (Just-in-Time).
- R's of Material Purchase - Procure the right quantity from right source at right cost at the right time and to the right place.

PROFESSIONAL EXPERIENCE: -

Globe Civil Projects Ltd (Purchase Manager)

**(Jul 2024 to
Present)**

- ✓ Globe Civil Projects Ltd are an integrated engineering, procurement and construction ("EPC") company headquartered in New Delhi
- ✓ We are into execution and construction of infrastructure projects comprising of Transport and Logistics projects, Social and Commercial projects and Non- Infrastructure projects comprising of commercial offices and housing.
- ✓ We also provide mechanical, electrical and plumbing ("MEP"), architectural and structural work, HVAC, firefighting and fire alarm systems

○ Key Responsibilities: -

- ✓ Sourcing and Procurement: Identify, evaluate, and select reliable suppliers and vendors for CAPEX items such as HVAC systems, electrical panels, plumbing fixtures, and specialized MEP equipment to ensure quality, cost-effectiveness, and timely delivery.
- ✓ Vendor Management: Develop and maintain strong relationships with suppliers and subcontractors, negotiate favorable terms, prices, and contracts, ensuring compliance with company policies and project specifications.
- ✓ Purchase Order Management: Prepare, issue, and manage purchase orders for CAPEX materials and equipment, ensuring accuracy in specifications, quantities, delivery schedules, and terms.

- ✓ **Cost Control:** Monitor and manage procurement budgets for CAPEX projects, identify cost-saving opportunities, and implement strategies to optimize expenditure without compromising quality.
- ✓ **Coordination with Project Teams:** Collaborate closely with engineering, project management, and finance teams to understand technical requirements, project timelines, and budget constraints, ensuring alignment throughout the procurement process.
- ✓ **Compliance and Documentation:** Ensure all procurement activities comply with industry standards, company policies, and statutory regulations; maintain thorough documentation including contracts, purchase orders, supplier evaluations, and delivery receipts.

Manitou India Pvt Ltd
(Sr. Purchase Engineer)

(Oct 2023 to
Jun 2024)

- Manitou is a French heavy equipment manufacturer that makes Backhoe loader, Aerial Work Platform, SSL (Skid Loader), Telehandlers, and other heavy equipment.
- Manitou started in France in 1957 when Braud designed the first forklift for use in rough terrain.

UFLEX LTD.
(Purchase Engineer)

(Aug 2022 to September 2023)

Uflex Limited is India's largest multinational flexible packaging materials and Solution Company and a leading global player in polymer sciences.

Major Clients: -

○ PEPSICO, COCA-COLA, NESTLE, AMUL ○
MONDELEZ, L'OREAL, BRITANNIA, HALDIRAM'S ○
ITC, PERFETTI, UPM RAFLATAC etc.

SWACHHTA (United Facilities & Logistics PVT. LTD.) (Purchase Engineer)

(Aug 2020 to JULY 2022)

SWACHHTA A brand of M/S United Facilities & Logistics Pvt. Ltd. is an ISO 9001, 14001, 45001 and SA 8000 certified engineering and manufacturing organization having expertise in the supply of a wide range of equipment and services for Municipal and Industrial Application. The range of products and services being offered by our organization are in line with requirements under **SWACHH BHARAT MISSION** for solid waste & liquid waste management as well as road sweeping and cleaning m/c.

TPS Manufacturing Ltd.
(Purchase Engineer)

(Aug. 2017 – July. 2020)

TPS Infrastructure Limited (ISO 9001-2008 Accredited Organization) (www.tpsmfg.com) is the leading OEM (Original Equipment Manufacturer) in its field. TPS excels in the field of automobile and SPM (Special Purpose Machine) manufacturing engineering equipment constitutes pollution control, in solid waste management, liquid waste management, aluminum industry special machines and industrial equipment.

TPS plays major role in **SWACHH BHARAT MISSION, CLEAN INDIA GREEN INDIA.**

Major Clients: -

- **TATA Motors Ltd**
- **Ashok Leyland**
- Civic equipment range covers Municipal Corporations like **DMRC/BMC/IMC/AMC** etc.
- **HINDALCO, BALCO & NALCO INDUSTRIES LTD.**

Modern Industries.
(Graduate Engineer Trainee)

(From Oct 2016- July 2017)

M/S Modern Industries is ISO 9001:2008 Certified Company. It manufactures mild steel wire components, armature ring & sheet metal components. It's a Tier 2nd vendor company of **Maruti Suzuki**.

Major Clients: -

- **Autoliv India Pvt. Ltd.**
- **Krishna Maruti Ltd.**
- **Sharda Motors industries Ltd.**
- **Bundy India Pvt. Ltd.**

○ **Key Responsibilities: -**

- Vendor Coordination, supply chain, Material management.
- Purchasing hardware, fasteners & industrial paints, belts, pulley, cast nylon & other BOP items.
- Purchasing of machine equipment like operator cabin, driver seats, pre cleaner, & other propriety items.
- Purchasing of steel, hydraulic cylinders, hydraulic hoses, hydraulic fittings etc.
- Purchasing of consumables like welding mig wire, flux cored wire, electrodes, filler wire, bearings, tools & tackle.
- Purchasing of nylon monofilament, suction & duct hoses.

Job Profile: -

- Calculate monthly requirement of material as per the production plan by PPC, spare department division & new project requirement & make monthly schedule for supplier. ○ Sending enquiries to traders, dealers & manufacturers based on quantity & delivery.
- Arrange the quotations from the vendors and select best out of it from quality as well as commercial point of view and after internal approval finally raise Purchase orders in ERP for suitable vendors.
- Preparing justification document for management approval.
- Examining vendors request for price change, recommending optimum price and making rate finalization through negotiation.
- Float final purchase order towards the approved vendor and send material schedule as per our requirement.
- Coordinate with the manufacturing vendors and raw material supplier source.

- Ensuring that all purchases, Work contracts and expenses are against duly approved.

- Purchase/ Work orders and are as per policies system.
- Follow-up on all placed orders for material delivery, and payment.
- Making annual rate contracts with vendors & service providers.

Professional Skills: -

- **Negotiation Skills** based on Payment Terms, Freight, and all other charges.
- **Vendor Development** based on Stocks, Service, Quality, Technically and Commercially Competitive
- **Inventory Management** based on Availability of Material, Material Cost and Transit Time • **Teamwork**
 - Coordinate with Incoming Quality Team to check the material quality.
 - Coordinate with production Team for fitment and quality related issue of material.
 - Coordinate with Store for Stocks of material.
 - Take responsibility of colleagues in his absence and answerable also.

Computer Skills: -

- MS Office (MS Word, MS Excel, Power point).
- Microsoft Dynamics ERP (Nav. 2013/2016) and Oracle/SAP.

Professional Qualification: -

- **B.E-Mechanical Engineering | 2011-15 RIRT BHOPAL (RGPV) M.P**
- **CBSE Board K.V HISSAR CANTT, HARYANA**
- **CBSE Board K.V COD CHHEOKI, UTTAR PRADESH**

Personal Details: -

Father's Name : Mr. Ganesh Kumar
Mother's Name : Mrs. Simati Devi
Permanent Address : Govind Puram Colony, Ram Sagar, Chakka Block ,Naini
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Temporary Address : GH-07, FLAT NO-9051, Tower-03, Crossing Republic Ghaziabad, U.P. PIN
CODE 201016

Declaration: -

I hereby declare that the above information is correct to my knowledge, and I bear the responsibility for the correctness of the particular.

Place: Ghaziabad
Date: 04.10.2025

(ANNU KUMAR)