



HARSH KUMAR

PROCUREMENT MANAGER

CONTACT

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EDUCATION

BTech

Mechanical Engineering

GD Goenka University
Affiliated to UGC, Haryana
2019

CERTIFICATIONS

**Certified International
Procurement Professional-
CIPP**

**Certified International
Procurement Manager-
CIPM**

**Procurement Management
– Job Training**

SKILLS

ERP Systems: Oracle Fusion
MS Office Suite
Budget Management
Procurement Operations
Negotiation
Contract Management
Vendor Management
Budget Control & Cost
Reduction
Supplier Relationships

PROFESSIONAL OVERVIEW

Procurement and operations professional with 6+ years of experience in vendor coordination, inventory management, and process compliance. Known for ensuring timely material availability, supporting audit readiness, and driving operational efficiency in fast-paced environments.

WORK EXPERIENCE

Procurement Manager

NJITSU FACTORY AUTOMATION LLP

Nov 2024- Present

- Leading strategic procurement planning for the upcoming manufacturing plant relocation.
- Overseeing construction, infrastructure development, and utilities installation at the new site to meet future operational needs.
- Managing vendor selection, contract negotiations, and performance oversight to ensure cost-effective, high-quality project execution.
- Coordinating procurement and construction timelines to align with project milestones, budget targets, and compliance standards.

Sr. Procurement Executive

ABAN SINGAPORE Ltd.

Aug 2021- Oct 2024

- Processed purchase requests and issued purchase orders for project and operational needs.
- Handled vendor communication for quotations, negotiations, and delivery timelines.
- Evaluated supplier options based on price, quality, and availability.
- Coordinated with finance and admin teams for invoice processing and vendor payments.
- Maintained procurement logs and documentation for internal tracking and audits.
- Ensured compliance with company procurement policies and approval workflows.
- Supported onboarding of new vendors and maintained updated supplier records.

Material & Inventory Coordinator

JOHN ENERGY LIMITED

May 2019-July 2021

- Managed inventory of materials and tools for rig operations and Maintained stock records and supported material planning.
- Coordinated with procurement team for timely supply.
- Ensured safe storage and proper handling of equipment and prepared basic reports on material usage.
- Assisted in unloading and inspecting incoming materials.