



Jatin Gupta

Procurement Manager | Strategic Sourcing | Contract Negotiation | Vendor Management | Cost Reduction Strategist

Contact Details:

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Date of Birth: 20th December 1990

Career Overview

"Organized and detail-oriented **Purchasing Manager** with 12+ years of expertise in inventory management, budget development, and procurement. Adept at overseeing purchasing operations, negotiating contracts, and building relationships with vendors to maximize cost savings. Recognized for strong planning, communication, and time-management abilities. Proficient in MS Office and various purchasing softwares."

Core Skills

- **Inventory & Stock Management:** Expert in monitoring stock levels, ensuring timely procurement and replenishment of merchandise at warehouses and stores
- **Vendor Management & Negotiation:** Skilled in sourcing, assessing, and maintaining relationships with vendors for favorable terms, prices, and quality standards
- **Cost Control & Budgeting:** Strong background in cost estimation, budget adherence, and implementing cost-saving initiatives
- **Procurement Processes:** In-depth knowledge of requisition processes, purchase order creation, vendor registration, and compliance with purchasing policies
- **Documentation & Compliance:** Competent in managing supplier databases, maintaining purchase records, and ensuring regulatory compliance
- **Software Proficiency:** Advanced in MS Office; experienced in various ERP systems for purchasing and inventory management

Professional Experience

Company Name: Universal Quartz & Natural Stone Pvt Ltd | Jaipur

Position: Purchase Manager - May 2023 – Present

- Managed end-to-end procurement processes, including purchase orders, vendor registration, and compliance with company standards.
- Improved purchasing procedures by updating purchase order workflows and briefing the team on updated policies and limits.
- Spearheaded price negotiation efforts to secure competitive quotes, ensuring optimal pricing for high-quality materials.
- Developed a reliable vendor network, maintaining supplier databases, purchase records, and handling all procurement-related documentation.
- Ensured quality standards for procured items across categories, including mechanical, electrical, chemical, and consumables.
- Enhanced purchasing systems to improve efficiency and foster long-term relationships with preferred vendors.

Company Name: Kundan Refinery Pvt Ltd | Delhi **Position:**

Senior Executive-Purchase- June 2020 - May 2023

- Negotiated and managed supplier contracts, securing favorable pricing and terms for the company.
- Monitored store inventory, updated weekly, and ensured the timely and quality delivery of materials.
- Identified cost-saving opportunities, implementing sourcing strategies resulting in a 25% reduction in cost.
- Collaborated with vendors to resolve discrepancies, optimize supply chain processes, and meet delivery timelines.

- Conducted supplier assessments and market research to maintain quality standards and competitive pricing.

Company Name: Fourth Dimension Solutions Ltd | Delhi

Position: Executive – Procurement - March 2016 – April 2020

- Procured IT and non-IT materials, including electrical, packaging, and service-related items for multiple locations.
- Implemented strategic vendor sourcing and pricing negotiations, resulting in a 25% reduction in total procurement costs.
- Developed quarterly price settlements and managed vendor relationships to ensure consistent supply of quality materials.
- Analyzed vendor quotes and optimized procurement to maximize value and minimize cost.

Company Name: Hero Majestic Auto Limited | Greater Noida

Position: Junior Executive - Purchase - September 2012 – February 2016

- Coordinated procurement of IT and non-IT materials, such as electrical components, packaging supplies, and service-related items, across multiple locations to support business operations.
- Led vendor sourcing and negotiation strategies that achieved a 25% reduction in overall procurement costs, optimizing budget allocation and reducing waste.
- Established quarterly price agreements, building and maintaining productive vendor relationships to ensure a steady supply of quality materials.
- Reviewed and analyzed vendor quotations to enhance value and reduce expenses, implementing cost-saving initiatives across procurement processes.
- Developed a vendor evaluation system to assess supplier performance on quality, delivery, and cost, ensuring adherence to organizational standards.
- Implemented inventory management strategies that reduced stockouts and minimized excess, aligning procurement with production needs.

Educational Qualification

Academic/Degree	Institute Name	University Name / Board
MBA	Indira Gandhi National Open University (IGNOU)	IGNOU
B. A	Delhi University	DU, Delhi
XII	Sarvodaya Bal Vidyalaya	CBSE
X	Bal Bhavan Public School	CBSE

Additional Training - Advanced Procurement Planning

- Completed a professional development course on procurement functions, including cost estimation, contract negotiation, and raw material purchasing.

Hobbies and Interests

- Strategic planning and market research
- Vendor relationship development and negotiation
- Learning about advancements in supply chain and procurement technology

Soft Skills: Collaboration, Communication, Adaptability, Problem-Solving, Critical thinking, Time management, Leadership