

## CURRICULUM VITAE

### **KULDEEP TRIPATHI**

Main Market, Kaushambi Road,  
Bhowapur, Ghaziabad (UP) 201010

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### **Career Objective:-**

Analytical, hardworking & disciplined individual with consistent strong academics, seeking to widen horizon and enrich knowledge base while contributing to the progress of an organization.

### **Work Experience:-**

- ❑ Currently Working on role Assistance Purchase Manager **Ekaga Group** joining on 25th July 23 to till now.
- ❑ Worked with Sr. Purchase officer at M/s. **United Drilling Tools Pvt. Ltd** joining on 14th June 2022 to 24th July 2023.
- ❑ Worked with M/s. **General Energy Management System Pvt. Ltd**, as a Sr. Purchase Executive. From 01st May 2019 to 13th June 2022.
- ❑ Worked with M/s. **TATA Steel BSL Ltd.** (Formerly Bhushan Steel Ltd.) as a Purchase Officer. From 11th May 2014 to 30th April 2019.

### **Responsibility:-**

- ❑ Negotiate with suppliers in order to ensure the best price.
- ❑ We working on PAN India Basis. (The material procure & Team Handle)
- ❑ Handled necessary materials related to the project of PAN India.
- ❑ Prepare the comparative for further approval.
- ❑ Vendor Creation and its documentation.
- ❑ Planning deliveries & dispatches and co-ordination with Logistics department for the same.
- ❑ Follow up for quotation and comparison of prices from different sources.
- ❑ Procurement of Maintenance Spares & Consumables, Electrical, Mechanical hardware, etc.
- ❑ Initiated the material forecasting system based on linear model and moving average of monthly consumption.
- ❑ Follow-ups F&A for vendors on time payment process as per PO conditions.
- ❑ Create Purchase Order.



- Follow up with vendors for pending material.
- Float the enquiry multiple supplier for further process.
- Search for new Potential Supplier as per the requirement and controlling of Purchase request.
- Developing a strong supplier base and supplier relationship management.
- Track orders and ensure timely delivery.
- Oversee receipts, inspection, storage and distribution of material.
- Timely reporting to Regional head about day-to-day progress.
- Source mechanical, electrical, industrial products and MRO (maintenance, repair, and operations) items.
- Bills process to account department for vendors payment.
- Working on Project at multiple locations (PAN India).
- Setting up the weekly, monthly, quarterly procurement plan.
- Cost Cutting Projects (localization).
- Handled the Team along with state offices.

### ***Responsibility:-***

- Negotiate the price & commercial terms.
  - Create Requests for Quotations & identify the vendor panel.
  - To prepare a comparative statement and obtain approval.
  - Vendor Creation and its documentation.
  - Cost saving through various initiatives.
  - Create Purchase Order.
  - New Vendor development.
  - Follow up with vendors for pending material.
  - Successfully handle the inventory of consumables, spares and equipment.
  - Developing a strong supplier base and supplier relationship management.
  - Making various MIS in SAP/ERP/BUSY.
  - Track orders and ensure timely delivery.
  - Oversee receipts, inspection, storage and distribution of material.
  - Day to day working reports Sr. manager & AGM.
  - Totally responsible for central sales tax FORM "C". (Online & manual) & generate the Online E-way bill (Form-38) Road permit.
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- 2 Years' experience with **M/s. Sahara India Pariwar** as a Personal assistance to BM (Branch Manager) from 11/05/2011 to 30/06/2013.



## **Academic Qualification:**

- MBA (SCM) from IIBM Institute of Business Management 2022.
- Diploma in Computer Application (D.C.A) 2014.
- Graduation B.sc (Bio.) from Dr. B.R.A. Univ. Agra 2012.
- Passed 12<sup>th</sup> (Science) from UP Board, Allahabad 2006.
- Passed 10<sup>th</sup> (Science) from UP Board, Allahabad 2004.

## **System Experience**

- Hands on experience in SAP (Systems, Applications And Products)
- Working knowledge on ERP.
- Working knowledge on BUSY.
- Working knowledge on Swipe.
- MS office: - 2003, 2007 & 2016 Word, Excel, Power point.
- Good knowledge Outlook/ Thunderbird.

## **Other Skill**

- Good Communication Skills and ability to think out of the box.
- Good Knowledge of Internet and current Technology.
- Both languages are typing (**ENGLISH & HINDI**).

## **PERSONAL DETAILS: -**

Father Name.	- Shri. Chandra Bhushan Tripathi
Date of Birth.	- 22 July 1990
Religion.	- Hindu
Village & Post.	- Takhrau
Dist.	- Mainpuri (205268) (UP)
Hobbies.	- Interaction with people, Easy friendly, Playing Harmonium.

## **DECLARATION**

"I hereby declare that all the information furnished above is true to the best of my knowledge and I



Edit with WPS Office

will responsible for any discrepancy”

Place: -

*GHAZIABAD (U.P.)*

*Kuldeep Tripathi*

