

VIPIN GUPTA

C5D-34C Janakpuri , New Delhi - 110012.

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Summary:

A competent professional with 15+ Years of Experience in field of Procurement, material management, vendor development, sourcing and inventory control to provides an opportunity for growth and prove as an asset by dedicated hard work, sincerity and honesty.

Job Objective:

Seeking Senior Level Managerial assignments in Materials Management / Procurement with growth oriented organization preferably with Real Estate/Construction Industry.

Business Skills:

Materials Management / Purchasing: Directing the implementation of procurement strategies / contingency plans for products & ensuring that plans are aligned with project requirements. Formulating budgets for timely procurement of various materials and capital items like machineries, sheet metal component as like Brass, copper, aluminum etc. Procurement of electrical panels as like PLC panels, MCC & PCC panels, control and relay panels,

VFD panel, distribution panels, bus duct and all type of switchgear items as like MCB, MCCB, VCB,

ACB etctools & spares, TMT Bar, MS & GI steel structures & cement along with raw material. Ensuring optimum inventory levels for achieving cost savings without hampering the main process.

Sourcing / Procurement: Formulating and implementing the interval strategies for purchase of materials as per orders and considering lead time requirements. Managing the overall procurement of store materials, equipments & machinery and other project requirements including Receipt Accounting & maintaining minimum stock level. Budgeting & planning the funds for procurement and sourcing of materials ensuring optimum utilization of materials, maximum cost savings & meeting anticipatory orders for monthly sale.

Inventory Control / Cost Planning & Management: Ensuring optimum inventory & stock monitoring through computerized system. Handling disposal of SCRAP by guiding stores in charge. Spearheading cost reduction initiatives consolidating tasks, eliminating non-value-added processes & complete re-engineering of processes and systems. Making effective use of cost analysis tools in support of strategic sourcing process, procurement costs, cost reduction metrics and bottom line performance indicators.

Vendor Development: Developing long-term partnerships with suppliers; managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms. Identifying vendors for & consistently evaluating performance to ensure adherence to predefined specifications and supply of quality material / execution of job works. Developing alternate vendor source & handling sub-contracting functions of various equipments & spares.

Job Responsibility:

- Expertise in formulating sourcing strategies, vendor identification /development, supply chain management and analytical assessment to strengthen effectiveness.
- Expertise in managing entire breadth of commercial operations inclusive of new sourcing, order processing, contracting and material management etc.
- Excellent interpersonal, analytical, public relationship management & negotiation skills with proven record of achieving numerous cost savings during the project concerned.
- A strategic planner with expertise in implementing cost saving measures to achieve reduction in terms of material, procurement costs, and logistics cost.
- Familiar with all aspects of material (Purchase) management and MIS.

- Follow up for deliveries, receipt of goods, transportations to works, approval from stores & user department, rejections/replacements if any, after sales services etc.
- An effective communicator with good relationship skills & ability to relate to people at all levels.

Organizational Experience:

Designation : Purchase Manager.
Name of Organization : M/S KE ENGINEERS PVT LTD..
Duration : April 2022 to till date.

(Presently I associated with M/S KE ENGINEERS PVT LTD C.O.- Arjun Nager ,New Delhi., it is a decade old and fastest growing Construction Engineering Company has been developing of Government housing societies, civil construction/Electrical work in different govt.department like,NTPC /BHEL/HINDUSTAN Power Plant /NBCC in pan india basis.

Designation : Purchase Manager.
Name of Organization : M/S KUBER ENTERPRISES
Duration : January 2017 to March 2022.

I associated with M/s Kuber Enterprises. (C.O.- Safdarjung ,New Delhi is the flagship Infra Power Project /Construction Projects stands out as one of the few fully integrated Power Project/ infrastructure development company

Designation : Asst. Purchase Manager.
Name of Organization : M/S CURO INDIA PVT. LTD.
Duration : March 2013 to January 2015.

I worked with M/S CURO INDIA PVT. LTD. it is a decade old and fastest growing Real Estate Company has been developing of High Rise housing societies, pent house and villas basically in Punjab, Ludhiana,Jalandhar,Chandigarh location specially luxury segments **Designation.**

Designation : Purchase Executive
Name of Organization : M/S M2K GROUP.
Duration : August 2010 to December 2014..

(I worked with M/s M2K Group. it is a decade old and fastest growing Real Estate Company has been developing of High Rise housing societies, pent house and villas basically in Delhi and Haryana location specially luxury segments **Designation.**

Designation : Purchase. Executive
Name of Organization : M/S Era Infrastructure Ltd.
Duration : 2008 to June 2010.

(I worked with M/s Era Infrastructure Ltd. at Delhi it is a decade old and fastest growing Real Estate Company has been developing of High Rise housing societies, pent house and villas basically in Delhi and Haryana location specially luxury segments **Designation.**

Previously I was involved in my paternal business 1995 to Dec.2007.

ACADEMIC QUALIFICATION

- ☞ Diploma in Import Export Management from small scale industries
- ☞ Diploma in Shose marketing from small scale industries.
- ☞ Diploma in Computer Application one year
- ☞ B.com from C.S.J.M University (Kanpur) 1995
- ☞ Good Knowledge of ERP SOFTWARE

COMPUTER PROFIIENCY

- ☑ Computer knowledge : Ms - word, Excel, Internet Explore
: ERP – Tally-9 & Far Vision

PERSONAL DETAILS

- ☑ Father's Name : Late sh. R.k Gupta
- ☑ Date of birth : 22.3.1975
- ☑ Marital status : Married.
- ☑ Language known : English, Hindi a
- ☑ Strength : Self confidence, honesty, hardworking and committed.
- ☑ Notice Period : Maximum 10 to 15 Days.
- ☑ Location Preference : Delhi / NCR.

Place: New Delhi.

Vipin Gupta