

RITESH KUMAR SINGH

ADD-WZ80B/1 1ST FLOOR NARAINA VILLAGE NEW-DELHI 110028

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Profile Summary

Results-driven Procurement and Store Management professional with over 7 years of experience in sourcing, inventory control, and supply chain coordination for interior works and manufacturing fit-outs in commercial projects. Proven track record of managing end-to-end procurement cycles, vendor negotiations, and timely material delivery to ensure smooth project execution. Skilled in handling a wide range of interior materials and consumables, with strong knowledge of market trends and supplier networks. Adept at working under tight deadlines and coordinating with cross-functional teams to align procurement with project timelines and budget. Currently seeking an immediate opportunity in the Delhi NCR region to contribute to high-impact commercial developments.

Languages

English

Hindi

Skill

- Purchase order creation
- Price dispute resolution
- Procurement strategy
- Cost Controlling
- Problem Resolution
- Negotiation with vendors
- Contract Management
- LIFO/FIFO
- SAP/ERP
- Manpower Management
- MIS reporting & Documentation
- Vendor Development
- Price Negotiation
- Supply Chain Management
- Warehouse/Store Management
- Inventory/Stock Management.
- Price dispute resolution

Work history

Assistant Manager, Supply Chain Management, Labotek Technologies Private Limited

4/25,Kirti Nagar Industries Area New-Delhi 110015 DEC-2024 –Current Now

- Conduct thorough market research to identify qualified vendors and contractors post-tender.
- Evaluate potential partners based on experience, capacity, pricing, compliance, and past performance.
- Share detailed BOQ and technical specifications with shortlisted vendors.

- Coordinate the collection of quotations for supply, installation, and associated technical details.
- Ensure the accuracy and completeness of received quotations, including pricing, lead time, and technical documentation.
- Clarify vendor queries related to the BOQ or scope of work, in coordination with the technical/project team.
- Prepare comparative statements and technical evaluations for internal review and decision-making.
- Plan, source, and procure a wide range of construction and interior materials, including but not limited to: Civil materials: Rodi (aggregate), bricks, dust, cement; Interior materials: Ply, MDF, flush doors, laminates, toilet cubicles, glass, plumbing, hardware, facade elements, ceiling materials, veneers, paint, and polish; fire-rated doors; and consumable materials.
- Negotiate terms and finalize procurement contracts to ensure cost efficiency and quality standards.
- Monitor vendor performance, material lead times, and logistics to ensure timely site delivery.
- Coordinate with the site team or project engineers to confirm actual quantities delivered and measured.
- Verify and inspect the quantity of materials received at the site against the corresponding PO, Delivery Note, and Invoice.
- Handover complete and verified documentation to the accounts/finance department for timely invoice processing and payment.
- Identify and source locally available materials as per project requirements, as per technical specifications.

Sr. Purchase Executive & Procurement, CHERRY HILL INTERIORS PVT LTD

Y-33 Okhla Phase 2, New Delhi 110020 OCT 2021 to NOV-2024

- Processing all paperwork relevant to the purchasing and receipt of goods, i.e. Making purchase orders and work orders.
- Purchase of all interior materials, like ply, MDF, paint, tiles, gypsum ceiling/partition hardware, electrical, plumbing, glass, and wood, as per the requirement.
- Liaising with internal and external departments to assist with planning, budgeting, purchasing, and scheduling of projects.
- Responsible for following up with the vendors for on-time material delivery to meet project deliverables.
- Sourcing new suppliers and finding out what they have to offer.
- Maintain daily expenses and clearance of the labor expenses at the site.
- Ensuring compliance with company Purchasing Guidelines and systems.

- Assisting with following up with clients for payments.
- Responsible for managing and maintaining stock requirements in line with budgets and demands.
- Providing administrative support and handling the overall operations of the company.
- Knowledge of vendors and suppliers, and provide support for comparative analysis in vendor selection as needed.
- Responsible for the payment clearance of the vendor/supplier.
- Reviewed delivery orders and evaluated availability, lead times, and manufacturing process needs.
- Tracked special orders to ensure fulfillment, reviewed planned orders, and recommended processes for future orders.

EXECUTIVE STORE, SHARK SHOPFIT PVT LTD

Plot No 29, near Sony India Private Limited, Ecotech-II, Udyog Vihar, Greater Noida, Uttar Pradesh 201306
JUNE -2020 to OCT 2021

- Maintaining the proper flow of incoming materials by coordinating with all the departments, keeping receipt and issue records required for day-to-day follow-ups with the factory.
- Maintain a proper purchase indent (PI) for required material purchases to ensure timely delivery.
- Verifying if all materials received, delivered items, and equipment on site are in accordance with the respective purchase orders.
- Organizing the warehouse according to company procedures by properly identifying and preserving the stored material inside and outside the warehouse premises.
- Updating stocks in customized software, namely ERP/BAAN and SAP.
- Making MIS of daily work in the Store department and reporting to the higher authorities of the company.
- Managing the functions of receipts, inspection, storage, issues, and related documentation, and bill processing.
- Assigning and evaluating the work performance of personnel assigned to the store, maintaining a clean and safe environment, with a focus on quality and service improvement.
- Knowledge of local purchasing and coordination with the purchase department.
- Maintain inventory of stock with inventory tools like FIFO and LIFO.
- Make MRN/Grn of all incoming invoices.
- Prepare RGP and NRGp.
- Prepare the daily inward report and send it to all our user departments.

EXECUTIVE STORE, KEI INDUSTRIES LTD

SP-919/920/922, RIICO Industrial Area, Bhiwadi, Rajasthan 301109 APR-2019 to June -2020

- Maintaining the proper flow of incoming materials by coordinating with all the departments, keeping receipt and issue records required for day-to-day follow-ups with the factory.
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EDUCATIONAL QUALIFICATION:

Bachelor of Arts -Gauri Bhैया Mahavidyalaya, ARTS

Sagarpali Ballia, UP | JAN-2022

PERSONAL INFORMATION: -

Father Name :-Sh. RAMJI SINGH

Mother Name :- Smt. REKHA DEVI

Hobby:- - Listen to music

Languages :-Hindi & English

Marital status :- Unmarried

Declaration:-

I hereby declare that above written particulars are true to the best of my knowledge and belief.

