

PROFESSIONAL BIODATA



RAZIYA (Senior Purchase & Project Executive | Asst. Purchase Manager | Legal Executive)

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Profile/Professional Summary

Accomplished Senior Purchase Executive with over 8+ years of experience in procurement management, project execution, and supply chain optimization across civil engineering, construction, and manufacturing sectors. Enthusiastic, self-motivated, and reliable professional with a strong sense of responsibility and dedication to excellence. Highly adaptable to challenging situations, with the ability to work effectively both independently and as part of a team. Skilled in leading high-value projects, streamlining operations, and driving measurable cost savings without compromising quality.

Career Objective

Seasoned professional with over 8 years of experience, seeking a challenging role in a reputable organization where I can apply my expertise, training, and skills to deliver measurable results, contribute to organizational success, and continue advancing my professional growth.

Educational Qualification

- 10th & 12th Pass from NIOS (2011 To 2013)
- B.A. (Hons) in Public Administration from IGNOU (2015 To 2018)
- M.A. (Hons) in Public Administration from IGNOU (2018 to 2020)

Additional Qualification

- LL.B Graduate from Modern College of Law affiliated by CCSU (2022)
- Registered Lawyer in Bar Council of Delhi year 2024.
- Qualified - All India Bar Examination in First attempt year 2024.

Technical Experience

- One Year Computer Diploma from Delhi Institute of Computer Education (DICE). (2014)
- Knowledge of Software like Tally ERP9, Marg ERP9 and SAP.
- Computer Savvy MS Word/Excel/Outlook/Emailing/Internet/Social networking etc.
- Typing Speed up to 50 wpm with 96% accuracy.

VISION BEHIND OPT LLB

- I pursued LLB out of a strong interest in **Corporate and Commercial Law**, with the clear vision to strengthen my corporate career rather than divert from it. Starting my career in the **Purchase Department**, I realized this role is central to every organization, closely linked with finance, legal, and compliance functions. This exposure gradually increased my interest in law, particularly in understanding business operations, contracts, and dispute resolution.
- With my role, I am working with the company's **Legal, CA, and CS teams** on contractual and compliance matters, which has helped me integrate legal knowledge into my corporate responsibilities. Having successfully cleared the **All India Bar Examination (AIBE) in my first attempt**, I am now eligible to represent my company's legal disputes across jurisdictions.
- My ultimate goal is to continue building my career in the **corporate sector**, where my combined expertise in **Purchase and Law** can contribute to effective decision-making, compliance, and risk management.

PROFESSIONAL COMPETENCIES

- 8+ years of relevant experience in the Procurement and Purchase function in a FMCG (FOOD PRODUCTS), Chemical + Fiber Glass Company and Constructions/Builders Company from Local and International Vendors.

BEHAVIORAL COMPETENCIES

- Analytical and multitasking skills
- Good negotiation, verbal and written communication skills
- Good Internet searching abilities
- Data organization skills using Google Sheets and excel
- Problem solving nature with strong leadership skills
- Adaptability in coordination/interaction with internal and external suppliers
- Ability to handle the work under pressure or timeline

PERSONAL QUALITY

- Using self-ideology for a better result in the desired field
- Making use of different technique for attaining the goal of the organization as well as mine
- Dedicated, Efficient & Team player

KEY KNOWLEDGE

- Monitoring of Inventory
- Planning for Material
- Vendor Management/Development
- Negotiation/Cost Analyses for Vendors as well as Transportation
- Knowledge of Purchase Order Creation in Software & Excel
- Knowledge of Transportation/Logistics Planning
- Knowledge of Warehouse/Store activities
- Knowledge of Misc. activities & Administration

STRENGTH

- Hardworking, Honest and Optimistic, Responsible, Self-Motivated
- Disciplined & committed to work, Learning & Positive attitude

CARRIER SUMMARY

- My career began in **January 2017** with **Rocket Retail Pvt. Ltd.**, an FMCG company with several branches across Delhi, where I worked as a **Material Officer** until **September 2017**. This role gave me exposure to **purchase, legal compliance, and management**. While assisting the Director in handling legal matters, I was encouraged to pursue **Law (LLB)**, which has since added value to my career. For better career growth and opportunities, I moved on to join **Revex Group**, one of India's leading chemical companies.
- From **October 2017 to October 2020**, I worked with **Revex Plasticisers Pvt. Ltd.** as an **Assistant Purchase Executive**. Revex was a career-oriented company where I handled **bulk procurement of chemical raw materials** and worked on **SAP**. I never planned to leave Revex, but due to a major **fire incident in April 2019** and the **COVID-19 pandemic**, the company shifted its factories to **Chopanki, Rajasthan**, which led to my exit.
- Since **October 2020**, I have been working with **Kamal Infratech LLP (KBT)**, a reputed construction and builder company, as a **Senior Purchase Officer**. I manage procurement for the corporate office, its branches, and sister concern companies, currently handling **10 active sites individually**. At KBT, we follow a **manual procurement system** for security reasons.
- I bring **8+ years of experience** in **procurement and purchase functions**, including sourcing of **chemical raw materials (Styrene Monomer, Propylene Glycol, Maleic Anhydride, Phthalic Anhydride, etc.)** from both national and international markets.
- Skilled in **vendor development, cost optimization, and supply chain management**, with hands-on experience in **inventory management systems** to prevent overstocking and reduce wastage.
- Software Knowledge: Worked on **SAP** in Revex; previously used **Tally & Marg ERP** (last used 7 years ago).
- Recognized as a **research-driven and dedicated professional**, with proven ability to implement **cost-effective purchasing strategies** and ensure smooth supply chain operations.

KAMAL INFRATECH LLP(KBT) – Oct

Company Overview:

Kamal Infratech LLP, popularly known as **KBT**, is a reputed construction and builder company engaged in both private and government projects. The company also operates its own wooden manufacturing unit for interior projects, with the corporate office located in **Kirti Nagar, Delhi**, and multiple branches across different cities.

- Each Projects of Kamal Infratech LLP. Budget across 4 to 6 cr in residential, I've joined Kamal Infratech LLP as Purchase Executive in year 2020 and only after 6 months of joining I've promoted to Executive Position to Senior Executive position.

- I've delivered lots of project in Mansarovar Garden, Kirti Nagar, Moti Nagar, Rajouri Garden, Karam pura.
- With each projects is come with new challenges and I've touch new hikes with KBT, Currently I am handling 10 running sites individually for KBT cooperate office and responsible for all branches and other companies procurement and purchase.

KEY RESPONSIBILITIES

- Currently I am handling 10 Sites for cooperate office for which I have to setting up the per day plan for civil, stone-tiles, chemical, engineering, wooden, electrical and sanitary.
- Search & Develop new vendors, contractors & service-man.
- Follow-up/received quotations & making price comparison and negotiation
- Settle/Fix the Rates/contracts and proposals with vendors, contractors and service-man according to the KBT.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations with Vendors, Contractors & Service-man.
- Procurement of civil, chemical, engineering, wooden, electrical and sanitary from national and internationally.
- Generate purchase orders in software and excel if required as per requirements and confirm order with suppliers
- Monitoring the order until final delivery in warehouse and respective sites in Delhi & our other sister concern companies.
- Arrange Engineering Equipment for all sites.
- Liaison with the Architect, Interior Decorators, Civil Engineer, Supervisors to line up the work and warehouse department to maintain optimum inventory
- Auditing the Invoice set, enter in software and maintains it in Google spreadsheet.
- Coordinate with Accounts Department for vendor payment by banking mode.
- Payment is done in cash/cheque mode for Vendors, Contractors and Service-man and its released by me itself.
- Maintain reports of per-day procurement and review the site costing in month end to control the site-budget.
- Implementing Standard Operating Procedures within the warehouse.
- Responsible for all aspects of purchasing systems.
- Regularizing material receipts and ensuring the fluidity of stocks from warehouse to sites.
- After completion of sites, responsible to handed over all the accessories/bills/payments slips and settling the final costing with clients as per KBT norms.
- Daily reporting to the Management.

LAST COMPANY REVEX GROUP

REVEX COMPANY OVERVIEW:

Revex Plasticisers Pvt. Ltd. is a leading manufacturer of **Unsaturated Polyester Resin, FRP Pigments, and Phenolic Resin**, as well as a trader and distributor of **Glass Fiber, Rotogravure Inks, Polyester Film, and Curing Agents**. The company has manufacturing plants in **Bhiwadi and Chopanki (Rajasthan)**, with branches in **Kolkata, Faridabad, and Chandigarh**, and a finished goods warehouse in **Mundka, Delhi**. Revex also partners with

leading companies such as **Atul Ltd., Owens Corning (India) Pvt. Ltd., and Chem-Trend Pvt. Ltd.** for trading of adhesive and finished goods products.

- I joined Revex in **October 2017 as an Assistant Purchase Executive**, and during my probation period itself, I received my **first salary promotion** in recognition of my performance. At the time of joining, the company's annual turnover was around **₹700–800 Cr**, which grew to approximately **₹1000–1300 Cr** during my tenure.
- With my market knowledge and ideas, the company shifted from purchasing through brokers to **direct bulk procurement**, creating a more efficient system and delivering significant cost savings. This also contributed to increased **production and sales within one year** of my joining.
- I was **individually handling the purchase department**, managing bulk procurement of key raw materials such as **Styrene Monomer, Propylene Glycol, Maleic Anhydride, and Phthalic Anhydride**. My responsibilities included vendor negotiations, supply chain coordination, and ensuring timely delivery of materials to **plants in Bhiwadi and Chopanki (Rajasthan)**, as well as to company branches in **Kolkata, Chandigarh, Faridabad, and other locations**.
- This role gave me strong exposure to **large-scale procurement and supply chain management** in the chemical industry.

KEY RESPONSIBILITY IN REVEX GROUPS

- Setting up the weekly, monthly, quarterly procurement plan for Raw Material and Finish Goods.
- Procurement of raw material, finish goods, packing material and engineering equipment's from national markets.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Responsible of all aspects of purchasing systems, including spares, chemicals, administrative products & service, packing materials, Hydraulic & Engine Oil, IT Products & services, maintenance & repairs, equipment's and vendor contracts.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Liaison with the production and warehouse department to maintain optimum inventory.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Generate purchase orders in software and excel if required as per requirements and confirm order with suppliers, monitoring until final delivery in warehouse of Rajasthan as well as Delhi.
- Auditing the Invoice set and maintains it in Google spreadsheet and process for payment according the payment terms.
- Liaison with finance department for timely payment of bills to not face loss of cash discounts from finish goods suppliers.

- Developing reports on procurement and usage of material for top management.
- Prepare reports of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Development of new vendors, transporters etc.
- Follow-up/received quotations & making price comparisons.
- Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Ensure all process of supplier's contracts and proposals are in compliance with Revex's code of business ethic
- Timely clear supplier's payment to maintain company harmony & handling vendor inquiries.
- Running program to evaluate vendors based on the feedback from internal stake holders.
- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Implementing Standard Operating Procedures within the warehouse.
- Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.
- Follow up with transport to track the material until reached warehouse properly, ensure that billing executive get proper documents with received material.
- Review Purchase landing cost to get the best margin in sale.
- Reporting to the Management.

ADDITIONAL KNOWLEDGE IN ADMINISTRATION

- Recruit candidates time to time as per company need/requirements.
- Hire the right employees according to their potential and working knowledge/experience.
- Process payroll according to the company budget.
- Conduct disciplinary actions to maintain company policies and decorum
- Update company policies for smooth line the working nature
- Maintain employee records/files
- Conduct benefit analysis for maintain the good relationship between employer and employees.
- Training and Development for new candidates

ADDITIONAL KNOWLEDGE IN LEGAL

- Providing legal advice to clients; corresponding with them and explaining complex legal matters.
- Liaising with client on behalf of management.

- Researching information and preparing legal documents like contracts, legal documents, agreements etc.
- Keeping up to date with changing legislation.
- Preparing the accounts of a legal practice.
- Assisting Solicitors and working alongside Paralegals, Legal Secretaries and other legal professionals.

Personal Details

- *Date of Birth* : *03.03.1993*
- *Father's Name* : *Mohd. Waliullah*
- *Sex* : *Female*
- *Marital Status* : *Unmarried*

Declaration:

I hope that my above particulars will be met with your requirements and I shall be given a chance to serve your organization by virtue of my hard work and god conduct.

Date:

Place: New Delhi

Raziya