# JITENDAR KUMAR

**Contact No.:**, 7827610218

**E-Mail:**tiwari.jitendar@yahoo.in

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*8 years of experience*

**~ Procurement ~ Purchase Operations ~**

*Industry Preference: Construction*

*Location P eference: Noida, Ghaziabad and Delhi / NCR*

**PROFILE SUMMARY**

* Skilled in **leading procurement for lectrical equipment** through effective formulation of long term rate agreements and management of entire breadth of material management .
* Good Knowledge in **material purchase of TMT Bar, Cement, Hardware, Electrical CP Fitting, Sanitary Ware, Wooden** .
* Excellent in **reducing cost, upgrading vendors and managing supplier quality** to achieve standardization and enhance operational efficiency .
* Proficient in **managing and implementing commercial operations**& processes to assure continued success
* An effective communicator with excellent interpersonal, planning and analytical skills.

**SKILL SET**

**~Procurement / Sourcing**

**~ Vendor Management**

* **M terial Planning**
* **Store Operations**

**ORGANIZATIONAL EXPERIENCE**

**Key Result Areas:**

**ArARO Atira Construction Pvt ltd.**

**Asst Purchase Manager**

**Jan.2025 To till Date**

 **NIMBUS GROUP**

**Asstt. Purchase Manager May 2024 to Nov. 2024**

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**Ahluwalia Contracts India ltd.,**

# B-227, Phase -1 Okhla Industrial Area New Delhi Sr. Purchase Executive

**1st July 2023 to April 2024**

## Maxblis Construction Pvt. Ltd., Plot no. 17 Sector 75 Noida

**Sr. Executive – Purchase April. 2015 to jun 2023**

* Preparing purchase schedules for timely procurement of materials .

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* Analyzing the purchase requirements and managing issues related to purchase .
* Coordinating with suppliers by raising enquiries, purchase orders and following up on all orders; organizing delivery of material to the required locations.
* Acquiring potential vendors/suppliers for cost-effective supply of material and assessing performance of the vendors based on their competitiveness, reaction capabilities.
* Following-up with vendors for timely deliveries, releasing schedules & quality checks and ensuring timely payments to them as well as with all established systems & providing the information for factory purchase.
* Finalizing the specifications of materials, establishing quality & quantity limits for effective inventory control and reducing wastages.
* Ensuring all bills are submitted in Accounts Dept. and passing the bills timely .
* Maintaining records by filing related documents as per norms.
* Finalizing rate contract and agreements.

 **PREVIOUS EXPERIENCE**

## Feb’13to Dec’13 Eureka Outsourcing Pvt. Ltd., Noida as Customer Care Executive April 14 to Nov.14 India Info line Ltd. as sales executive

 **ACADEMIC DETAILS**

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| 2017 | MBA (D.E.) In Marketing From Mangalam School of Management & Technology. |
| 2010 | BA from A N College, Patna, Magadh University |
| 2005 | Pre-university from B.P.S.COLLEGE , Bihar |
| 2002 | 10th from Dehri High School, Dehri, Bihar Board |

## Other Course

* 6 month computer course from NIIT, Faridabad

 **PERSONAL DETAILS**

Date of Birth: 18th November 1986

Address: Vill. Mamura, Sec-66, Noida - U.P. Language Known: Hindi and English

Salary 3 LPA