

CURRICULUM VITAE

AMIT TIKHE

House no 95B

E-Block Vishwakarma Colony,

M.B Road New Delhi-110044

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Career Summary

- More than 4 years of experience in various facets of Procuring materials, Vendor management, Material & Inventory management, Contract management
- Experienced with implementing systems of inventory management avoiding over-stocking or wastage.
- Contract negotiation, Contract finalization, renewal of AMC contracts

Key Skills

For Material, Contract & Purchase Management

- Contract Finalization and renewal of AMC contracts
- Contract negotiation with different vendors in line with company's guidelines
- Managing stationary , IT and other services of Head office_
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Setting up the weekly, monthly, quarterly procurement plan.
- Managing Procurement activity i.e. RFQs, getting offers, Technical & commercial comparative.
- Negotiating the price, delivery schedule and terms & conditions with Vendors to get the best possible deal.

For Vendor & Logistic Management

- Identifying and Development of new vendors locally and globally as per company's requirement.
- Verification of Background of New Vendor on the basis of reputation & capacity-financially and technically.
- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Finalization of transportation for local transport.

For Supply Chain Management

- Supply management, demand forecasting, inventory control, performance analysis & troubleshooting customer problems.

- Continuously monitoring the process of purchase from end to end customer.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause project delay and financial losses.
- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Implementing Standard Operating Procedures within different processes.

For Quality Management

- To carry out Market survey and introduction/ recommendation of new materials & identify availability of quality products.
- To Carryout inspection and test of materials selected / to be selected as and when required.
- On-site vendor quality assessment of raw materials, technical audit and compliance report preparation.
- To prepare reports & quality records in compliance with procedures for all materials.
- To ensure compliance of Quality Standards as per standards.

Achievements

- Saved Lacs of Rupees for Aluminium wire rod purchase in the year 2016-18 by continuously monitoring LME price of aluminium and ordering at right time
- Revived old vendors supplying crucial material by effective management of database which saved time in looking out for new vendors and started immediate project execution.
- **Biggest project for which procurement done was for new plant of enameled wires , involving purchase of worth 30-40 crores.**

Employers

- Working as 'Purchase Manager – Materials & Procurement' in **VMI GROUP OF INDUSTRIES** member from 2016 to Present. Company is manufacturer of super enameled wires DPC , STRIPS & BUSBARS.
- Worked as 'QUALITY INCHARGE/ ASST PURCHASE MANAGER - in **S.M ENGINEERS.**, from 2014 to 2016. Company manufactures control panels Delhi jal board & Uttrakhand electricity board
- Worked as engineer for Electrical and electronic control panel accessories.,, from 2013-14.

Educational Qualifications

- Completed 03 months Suryamitra Solar Skill Development Programme in TERI, as per the NISE guidelines Under Ministry of New and Renewable Energy
- BCA from Lovely Professional University Jalandhar (P.B), in year 2013.
- Diploma in Electronics Communication from Lovely Professional University Jalandhar (P.B), in year 2011.

Computer Knowledge

- Well versed with MS Office, latest Windows version

Personal Details

Father's Name : Sh. Ramesh Chand

Date of Birth : 17 March 1988

Permanent Address : House no 95 B E- Block
Vishwakarma Colony M.B Road New Delhi -44

Strengths :

- Purchase management
- Material management
- Contract management
- Negotiation skills
- Analytical skills
- Aptitude for technology
- Results focused
- Professionalism
- High Integrity

AMIT TIKHE