**SANJAY KAUSHIK**

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**A dynamic professional seeking for senior level assignment as Purchase Officer, Procurement, Purchase manager, preferably in Electrical and Manufacturing Industry.**

**PROFESSIONAL SYNOPSIS**

* A result oriented professional with More than 5 years of experience in Project Management, Procurement Operations Management and various facets of procuring material from national vendors.
* Instrumental in managing logistics, operations, appointing new service providers, entering rate contracts and liaising with eternal agencies to attain cost effective dealings.
* Executed unifies processes and initiatives that improve cost quality, delivery, and service criteria and foster long term collaborative relationship with the vendors.
* Expertise in developing local vendors, reducing the cost of procurement of material.
* Successfully implemented vendor development programmed including training for vendor.
* Experienced with implementing systems of inventory management avoiding over stock and wastage.
* An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.

**ACADEMIC CREDENTIALS**

* **MCA** from **M.D.U.** Rohtak University.
* **M.sc** in comp.sci from **M.D.U** Rohtak University.
* **P.G.D.C.A** from **M.D.U** Rohtak University.
* **B.A** from **M.D.U.** Rohtak University

**Additional Qualification**

* Professional Diploma in Software Technology and System Management from **DUCAT** Faridabad.
* Professional Diploma in **PHP** Programming from **JLJ Academy** Faridabad.
* Six month Industrial Training programme in **PHP** with **CMC Academy** Faridabad.

**Certifications**

* **PHP, C, C++, Sql,MySQL, XML,HTML,CSS,JavaScript,**
* **j Query,Joomla,Cms,Ajax,Cake php**
* **Dream viewer, Mvc, Photoshop,Word press**..Oops concept.

**Key Skills:-**

**For Purchase management**

* Choosing the suppliers that the company will deal with and maintaining the legal interaction with them.
* Order execution including dispatch of material as per supply order with in stipulated time
* Maintaining the order.
* Setting up weekly, monthly, quarterly procurement plan.
* Procurement of raw material from different vendor.
* Development of alternative local sources for imported raw materials which helps in cost saving.
* Purchasing machine with improved technology to increase production

**For Vendor Development**

* Effective management of vendor database.
* ABC classification of vendor on the basis of criteria like cost, quality, timely delivery etc.
* Development of new vendors.
* Conducting trainings for vendors to educate them about company’s requirement and help them in improving their performance.
* Evaluating vendors negotiating the price, delivery schedule and terms and condition with them.
* Timely clearance of payment & handling vendor inquires.
* Running programmers to evaluate based on the feedback from internal stake holders.

**Highlights**

* Experience in IT industry, exclusively in design & development.
* Hands on experience in Php.My Sql, **(C#)**.
* Good knowledge of **SQL Queries**.
* Good concepts of **OOPs, JavaScript.**
* Capable of learning new technologies very fast and accordingly proved.
* Good Communication and Presentation skills.
* Self-motivated and committed towards job.

**IT Skills**

* Functional areas : Product Development, Product Testing, Maintenance.
* Programming Languages : Php,
* Web Developments : Php.Html, Css.
* Web Technologies : PhP, HTML.
* Other Technologies : PhP, JavaScript.
* Databases : SQL Server 2008, Oracle 10g.
* Operating Systems : Windows 98/XP/2003/2005,7,8
* Application Tools : SQL Server 2008, Oracle 10g, Microsoft Visual Studio 2008.

**ORGANISATIONAL SCAN**

**Organisation Designation** **Tenure**

Cruxweld industrial Equipment Pvt Ltd Purchase Executive 12/10/15 to till date

Alliedhunt pvt ltd. Procurement Manager 25/9/14 to 7/10/15

Koncept Software Pvt.Ltd Delhi. Php Developer 07/6/14 to 12/9/14

Top Ends & IT Solution Jr.Programmer 05/2/14 to 02/5/14

Rail-vision Pvt Ltd. DB Administrator 02/02/12 to 29//12/14

Top Ends & IT Solution Data Analyst 10/01/11 to 02/10/11

Mas Innovative Technology Pvt. Ltd., Faridabad. System Analyst 01/3/10 to 04/11/10

Zyoln Technology Delhi. Data Analyst 02/1/09 to 12/2/10

Ans Technology Ltd Faridabad. Data Analyst 12/01/07 to 28/10/08

**CORE COMPETENCIES**

* ***Project Coordination***
* Conducting case / system / process study for project planning, scoping, estimation, tracking.
* Implementing test plans within project deadlines.
* Defining best practices for project support and documentation.
* Interacting with client for requirement gathering, system study & analysis.
* Drafting functional requirements for computer systems using models.
* ***SDLC Planning & Management***
* Understanding the technical & functional specifications.
* Providing post-implementation, enhancement and maintenance support to client for application.

**Responsibilities:**

* Requirements analysis
* Designing
* Coding
* Generated a debug code
* Post software Maintenance

**Research Interest**

* Web Designing & Development.

**Hobbies**

* Music
* Travelling
* Reading newspaper.

Strength

* **Positive thinking & Confidence.**
* **Hardworking, Punctual, Sincere and honest.**
* **Self-confident, decent and well manner.**
* **Learning Better, great faith in self.**

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**PERSONAL DETAILS**

Address : H. No. 16, Block no.1, vpo-junhera, faridabad-121001, Haryana.

Decleration :-

I here by declare that the information given above is true as per my knowledge.

**SANJAY KAUSHIK**