



Vinay Kumar

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Summary

Purchase engineer with 10+ years of experience in comparing prices, responding to supplier inquiries, and preparing price lists along with that logistic experience in a reputed UAE company, looking for a challenging position where i can apply my skills. Currently working as tally clerk in DP world logistics, Jebel ali, Dubai at sea port through Jams H.R. solutions, jebel ali, Dubai. Where i looks after Ro - Ro operations i.e. Receiving, customer delivery, loading, transshipment and shifting of cars.

Experience

- SML ISUZU LIMITED, Punjab, India** Jan-2012 - Jul-2017
Assistant engineer in purchase department
Company profile:- Worked 5.6 years at M/s SML ISUZU LIMITED.(Formerly known as SWARAJ MAZDA LTD).Ropar, Punjab, India for , Which is an Auto Ancillary company, the OEM manufacturer of Buses and Trucks.

Job responsibilities:-
 - Vendor Development and Preparation of Enquiry for new components and quality improvement.
 - Preparation of Comparative statement.
 - Negotiation with party and Placement of Purchase Order/Work Order after getting approval of M.D through Purchase Proposal.
 - Follow up with suppliers for Delivery/Rejection and Shortages.
 - Proper planning of Procurement by giving schedule to the suppliers/vendors in advance after getting Indents from higher Management to meet production requirements.
 - Daily reporting of purchase activities to Deputy General Manager.
 - To co-ordinate with Account Department for bill passing and accounting process.
 - This position is key to assisting in the accomplishment of cost reductions and key to controlling the higher costs, material purchases and services.
 - Supplier touring for Material, quality issues and financial issues.
 - Encourage the suppliers/vendors in Annual Supplier Meet (A get together of all Purchase employees & Suppliers/Vendors Owners) by giving them awards on the basis of their rating throughout the year.
 - Immediate action against Rejection and ask for CAPA report from supplier.
 - Development of new product according to ECN (Engineering change notice) and timely implementation of new component by keeping in the view that old component stock should be exhausted.
 - Submission of Samples to Quality Department with proper documentation along with PPAP for trial.
 - Cost saving by applying various technical skills and methods i.e. Second Source, through ECN , Raw material and Design change.
- AUTO & GENERAL CASTING PVT. LTD. Delhi, India** Aug-2017 - Jul-2019
Engineer in purchase department
Company profile:-

Worked at M/s AUTO GENERAL CASTINGS PVT.LTD. Delhi, India, which is manufacturer of LPG Regulators and manufacturer of G.D.C. and P.D.C die castings.

Job responsibilities:-

My major responsibilities was procurement of raw material like aluminium, zinc and other alloys for die castings. Child parts of regulator from local suppliers.
- Metlonics industries private limited, Punjab, India** Sep-2019 - Dec-2023
Engineer in Purchase department
Company profile:-

Manufacturer of engineering machined fabrications and assemblies which are used worldwide in regional trains, metros

& locomotives. Its also present in the field of other heavy machined fabrications and assemblies for Defence of India.

Job responsibilities:-

My major responsibilities was procurement of welding consumables , oils, fixed assets,electrical items, capital items and project procurement i.e. machines, Also to look after repair, service and procurement of machines spare parts and civil construction items for new project.

- **DP world logistics, Dubai, United arab emirates**

Jun-2024 - Currently working

Tally ckerk at sea port Ro-Ro operations

Company profile:-

DP World is a logistic company handle sea port logistic operations to flow the trade.

Job responsibilities:-

My jobs responsibility are to look after Ro - Ro operations i.e. Receiving, customer delivery, loading, transhipment and shifting of cars.

Education

- **Punjab school education board, Punjab, INDIA** 2007
Matric (10th)
- **The punjab state board of technical education and industrial training, Chandigarh, India** 2011
diploma in Mechanical engineering 3 year

Skills

- Ability to handle assignments under high pressure to achieve the monthly production targets with minimum shortages.
- Responsibilities of Fully Computerized & ERP Procurement. Screening of Requisitions Prior to Forwarding for Procurement In-charge. Material Procurement Receipts, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.
- Materials Management, Purchase order work under based on oracle and online Purchase Order is prepared in Oracle System, Reconciliation vendor Statement with Oracle System & Manual. Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility.
- New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.

Projects

- **School bus development Model S7**

As an assistant engineer in SML ISUZU LIMITED in 2012, I enrolled in Purchase and procurement department for S7(model name) school bus project to develop the all bought out and child parts of bus from various suppliers. My major responsibility was to arrange the all bought out parts and regular procurement for the production of 50 Buses for first time.

Interests

- Traveling
- Learn languages
- Gym

Activities

- Participated in sports activities (Badminton & cricket) and get awarded with certificate form SML ISUZU LTD.
- Regularly Participated in various types of training programs conducted by company for employees. i.e. Health care training, Safety training and Motivational training etc.
- To attend the annual function every year organised by company.

Languages

- English
- Hindi
- Punjabi
- Urdu (beginner)

Personal Details

- Date of Birth : 30/09/1991

- Marital Status : Single
- Nationality : Indian
- Religion : Hindu
- Passport : V7368681
- Gender : Male
- Place : Dubai, United arab emirates
- Personal statement : Having 10 years of qualitative experience in Purchase and Vendor Development activities as an Purchase Engineer (Buyer).



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