**KARAN KUKREJA**

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**OBJECTIVE**

To work in a competitive and challenging work environment and contribute to the best of my ability towards the growth and development of a progressive company to fully utilize my interpersonal and academic skills to pursue a challenging and rewarding career.

**Profile Summary**

A competent professional with over 5 years of experience in Procurement Support, Store Operations, Inventory Management and Stock Management in Engineering Procurement Construction (EPC), Logistics, Warehouse & Mechanical Electric Plumbing (MEP).

Excellent interpersonal, analytical and negotiation skills; easily adapt to new standards, procedures, organizational methods, resources and equipment.

**ACADEMIC QUALIFICATON**

* Senior Secondary Exams from **CBSE,** Delhi in 2005 with a total aggregate of 66%..
* Diploma in Pharmacy from **Baba Haridass College of Pharmacy** (Board of Technical Education) in 2007 with a total aggregate of 60%.
* Bachelors in Commerce from **EIILM** (Eastern Institute for Integrated Learning in Management) University in 2012 with a total aggregate of 70%.
* Masters in International Business from **SMU** (Sikkim Manipal University) in 2014 with a total aggregate of 60%.
* Export Management certification from **Indian Institute of Export Management**.

**COMPUTER PROFICIENCY**

* Platform – Windows XP, Windows 2003, Windows 2007 & Windows 8.1.
* Office Automation – MS-Word, MS-Excel & MS-Power Point.
* **SAP- MM and SAP-PS.**

**WORK EXPERIENCE: (Total Experience: 5+ Years)**

* Presently working with UOP India Pvt. Ltd. (On rolls of Randstad India Ltd.) as a Procurement Executive (Commercial) ( Since Jan-2012).
* Worked as a Warehouse Asst. in Global Healthline Pvt. Ltd. (A Pharma retail industry 98.4°.) (Aug-2010 – Dec-2011).

**JOB ACTIVITIES**

* Vendor Development / Vendor Management.
* Procurement of facilities and operation related material.(Indirect Spending).
* Prepare and process requisitions and purchase orders for supplies and equipment.
* Making comparison notes from competitive offers.
* Reviews purchase requisitions, checks for completeness and approvals.
* Prepares requests for quotation and send them to selected vendors/suppliers.
* Contacts vendors to obtain product or service information such as price, availability and delivery schedules.
* Follow up with vendor for timely delivery of material.
* Sharing of PO with vendor and obtaining acknowledgement.
* Maintain purchasing information, files and record (e.g. requests for proposal, purchase orders, vendor files, inventory, etc.); ensuring availability of documentation and compliance with established policies and regulatory guidelines.
* Draft letters, memoranda, email, etc. and monitor the progress and liaison with vendors during the entire procurement cycle.
* Vendor Registration in system.
* Co-coordinating with Various Internal departments.
* Follow up for Invoice and Payment release.
* Prepare monthly reports on procurement and store matters.
* Prepare annual reports on total OPEX & CAPEX for various internal departments.
* Ensures invoicing of rendered services is completed accurately and in a time frame consistent with company policy.
* Conducts timely and accurate approval of vendor invoices.
* Ensure all inbound and outbound product is accurately received, shipped, and posted.
* Assist in designating outside storage areas and warehouse locations for merchandise based on frequency of item movement and size of load.
* Ensures availability of merchandise and services by approving contracts; maintaining inventories.
* Evaluates the dependability of the various sources and develops alternate supply sources as determined by company policy.
* Maintaining inward & outward register.
* Preparation of RGP & Non RGP.
* Returning Rejected Item as per the Purchase advice.
* Maintain records of goods ordered and received.

**SKILL & STRENGTH**

* Good Interpersonal communication skill.
* Proven ability to work as Team member as well as an individual.
* Ability to live up the commitments with sense of urgency.
* Investing the experience, knowledge & competencies derived from various diverse areas to formulate as ideal & resourceful solution to customer.
* Hard worker, dedicated, positive attitude, energetic, always tries to learn new processes.

**PERSONAL DETAILS**

**Date of Birth :** 28th Feb, 1988

**Gender :** Male

**Marital Status** : Married.

**Languages Known** : English, Hindi (Read and Write).

**Hobbies** : News reading and watching sports.

**Address** : 51-A Syndicate Enclave St No. 3 Near Dabri X-ing New Delhi- 110045

**Nationality :** Indian

**Present Employment :** UOP India Pvt. Ltd. A Honeywell Company on rolls of

Randstad India Limited

**Passport Details** : H6299926

**I do hereby declare that the information above is true to the best of my knowledge and belief.**

**Date:**

**(Karan Kukreja)**

**Location**: