

100 Holwad , Ralej
Khambhat , Anand
Gujarat
388640
9974825730

Sunil Patel

BE Mechanical

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I Would like to be part of an organisation where I can use my talents and skills to achieve both the goals of the organisation and personal goals. I am honest, punctual, creative, friendly and trustworthy person who enjoy with people from different backgrounds. I enjoy challenge and opportunities to develop new skill.

Purchase Engineer

Unique MEP Projects Pvt Ltd

- 1). To Maintain vendor/supplier relations to obtain fair and reasonable prices, volume discounts, shipping arrangements and payment terms, Develop and execute assortment plans based on sales and inventory to allocate for each store, meet individual financial needs and maximize profits
- 2). Purchase the material and deliver to on site on time from vendors like pump , pipe , all types of valve and fittings and file the invoice and test certificate of all components.
- 3). scheduling the commissioning for the fitted equipment like pump from vendors.
- 4). Timely find new vendors for innovative products and inquired them for competitive rates and compare the quotation and quality.
- 5). Improve the quality of procurement product by conversation with vendor about our application.
- 6). Prepare reports like pending indent , pending orders , payment report of the vendor and businesses plan for next month.

Experience

April 2019 - Till date

Purchase Engineer

Milcent appliances pvt ltd

- 1). Inquired new vendors for material for best competitive price with quality and timely delivery.
- 2). Prepare purchase order of material and terms and conditions accurately and follow up for material daily basis.
- 3). Contract agreement with vendors for long time purchase with constant delivery.
- 4). Develop vendors for job work of unique parts and agreement with them.
- 5). Arrange the transportation for material.
- 6). Reduction in procurement cost of company for increase the profit and plan for that.
- 7). Coordination with account department for payments and other.
- 8). Coordination with production department for any issues about material and machine.

BE MECHANICAL (GTU)

GEC GODHRA

6.00 CGPA

GHSEB - Science

RPTP Science collage - V V Nagar

78.40 %

GSEB

Smt K.D.Patel High School , Ralej

83.85

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- 1). Excellent grasping capability and understanding the concept clearly.
 - 2). Ability to adjust to the situation.
 - 3). Sense of responsibility and a very hard worker.

Education

Personal skill

May 2016 - March 2019

2010 - 2014

2008 - 2010

2007 - 2008

Strength

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- 1).Self motivated with positive attitude.
 - 2).Strong communication and interpersonal skill.
 - 3).Result oriented , better planning and coordination.
 - 4). Enthusiasm to learn new concept practice.
 - 5). Easily adaptable nature.
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Personal Detail

Date of Birth: Dec 30, 1992

Gender : Male

Marital status: Married

Hobbies: Reading , Playing

Declaration

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

Sunil Patel