**RAJDEEP SINGH** 

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+918146928699 (India)

**Seeking challenging assignments in Procurement and Vendor Development**

**SYNOPSIS**

* A result oriented professional with 13+ years of experience in Engineering Procurement and Vendor Development**.**
* Worked with **Consolidated Contractors Engineering & Procurement Company (JRTF Project Jizan) Jr.** Mechanical engineer in **Procurement department from 16 March upto 30 April 2019.**
* Worked with **T.R. Engineers Pvt. Ltd. Manesar, Haryana** (INDIA) as **Procurement assistant -cum- Technical Assistant from 15 June 2015 to 10 March 2016.**
* Worked with **Sonalika International Tractors Ltd., Hoshiarpur Punjab (India)** as **Machinist Grinder in the gear shop.**
* Adept at Requirement Analysis, Vendor Selection and Evaluation, making Purchase Orders thorough software.
* Decent exposure to **Talisman** software forProcurement.
* An effective communicator with excellent relationship management skills and strong analytical, problem solving and organizational abilities.

**AREAS OF EXPERTISE**

**Procurement and Vendor Development**

* Hands on experience on Talisman software for Procurement process.
* Requirement analysis for demands raised by Technical teams.
* Selection of vendors as per requirements.
* Preparing comparison sheets for vendor selection.
* Appraising higher authorities about qualified vendors to get approval for Purchase.
* Preparation of Purchase Orders, terms and conditions of supply and procurement.
* Preparation of Stores Receipt Vouchers (SRV) after receipt of material and acceptance by concerned department.
* **Production**
* Hands on experience on VMC, CNC, Cylindrical Grinders, Lathe.
* Troubleshooting of various machines being operated in production house.
* Liaison with suppliers of various machines for their maintenance and upgradation.

**Liaison**

* Co-ordination with various departments within the organization to understand their requirements and proper supply of required materials.
* Developing personal & organizational reputation with clients.

# **Man Management**

* Directing and leading the departmental personals for accomplishing greater operational effectiveness / efficiency.
* Managing resources & adequate support at every juncture of time.

**ORGANISATIONAL DETAILS**

**Since 16 March. 2016 worked upto 30st April 2019 with Consolidated Contractors Engineering & Procurement Company (CCC JRTF PROJECT) JIZAN ECONOMIC CITY (KINGDOM OF SAUDI AREBIA) – as Jr. Mechanical engineer** responsible for **purchasing material** Making new Purchase Orders, sending enquiry for material by RFQ after receiving the quotations, making comparison Sheets, liaison with suppliers about the material delivery, making store receipt vouchers & sending to the accounts department for the payments of suppliers. Entry material cost codes, updating PO’s in Talisman software, documentation for our department & working like chain between procurement departments and warehouse.

**Worked with mobile device where house control system as a team leader (Mobile Warehouse Management System).** Updating the mobile device through the Software. Creating the new received issued material barcode by the label printing software. Problem solving during the working with bar coding and mobile where house control system device. Received and issued data uploading in Talisman Software and update the devices for the next day work.

**The Company**: Company is a leading organization in Engineering, Procurement and Constructions with major business in Oil and Gas sector.

**The Attainments:** Worked on Material Procurement within stipulated time frame including following responsibilities

* Requirement analysis for demands raised by Technical teams and Selection of vendors as per requirements.
* Preparing comparison sheets for vendor selection and Appraising higher authorities about qualified vendors to get approval for Purchase.
* Preparation of Purchase Orders, terms and conditions of supply and procurement.
* Preparation of Stores Receipt Vouchers (SRV) after receipt of material and acceptance by concerned department

From 15th June 2014 To 10th March 2016 worked with **T.R. Engineers Pvt. Ltd., Manesar, Haryana** as **Procurement assistant -cum-Technical Assistant** responsible for selection of CNC,VMC machines, installation and commissioning of machines, co-ordination with suppliers of machines for maintenance and troubleshooting.

**The Company**: Company is working in precision works in die and mould designing, manufacturing of dies and moulds.

**The Attainments:**

* Assistance in preparation of specifications and vendor selection.
* Assistance in Preparation of production planning.
* Commissioning of machines with the help of vendors.
* Troubleshooting and maintenance of machines.
* Helping production teams to efficiently operating machines to get maximum output.

**From Aug. 2004 to Sept. 2011 worked with Consolidated Contractors Engineering & Procurement Company (CCC SAS Project Sahil and other projects) Abu Dhabi (United Arab Emirates)– as Talisman operator** responsible making store receipt vouchers & sending to the accounts department for the payments of suppliers. Entry material cost codes, updating PO’s in Talisman software, documentation for our department & working like chain between procurement departments and warehouse.

**The Company**: Company is a leading organization in Engineering, Procurement and Constructions with major business in Oil and Gas sector.

**The Attainments:** Worked on Material Procurement within stipulated time frame including following responsibilities

* Requirement analysis for demands raised by Technical teams and Selection of vendors as per requirements.
* Preparing comparison sheets for vendor selection and Appraising higher authorities about qualified vendors to get approval for Purchase.
* Preparation of Purchase Orders, terms and conditions of supply and procurement.
* Preparation of Stores Receipt Vouchers (SRV) after receipt of material and acceptance by concerned department

**From March 2002 to June 2004 worked with International Tractors Ltd., Hoshiarpur Punjab** as **Machinist Grinder in the gear shop** under contract **–** responsible for operating Cylindrical Grinders, surface grinders, preparing prototypes for R&D teams, tool-room works as and when required**.**

**The Company**: Company is leading manufacturer of tractors and farm equipment.

**The Attainments:**

* Operation on Cylindrical and Surface Grinders.
* Supervision and maintenance of various machines.
* Assistance for production planning to increase efficiency of production teams.

**SEMINARS/ TRAINING ATTENDED**

Attended Training on:

**145 Days** mechanical engineer Industrial training in **Rail Coach Factory Kapurthala, Punjab India**

**90 Days** mechanical engineer Industrial training in G.S Agriculture Limited **Hoshiarpur, Punjab India**

**ACADEMIC QUALIFICATION**:

* 3-year Diploma in **Mechanical Engineering** from **G.E.S POLYTECHNIC COLLEGE Lohar Kagna, Hoshiarpur 2014 Punjab India**
* 2 year **ITI course in Machinist Grinder** from **Govt.** **ITI Hoshiarpur Punjab India 2002.**
* 2 Years Vocational Training Course in Electronics **(Senior Secondary School 10+2 Education)**

**PERSONAL DETAILS**

Date of Birth : April 9, 1982

Permanent address : House no. 301, V.P.O - Chagran, Dist – Hoshiarpur (Punjab)–146001

Passport no. : M2724669

Gulf driving license no. : 2412066876 expiry 2028

I hereby clarify that the above mentioned information is true and correct to the best of my knowledge & belief.

**Date:**

**RAJDEEP SINGH**