**GAURAV JAIN**

**Mobile:** +91-9988038449

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Aspiring for senior managerial assignments in Purchase/ Vendor Development/ Supply Chain Management preferably in the textile sector with a growth oriented organization

**SUMMARY**

Offering over 20 years of experience in sourcing & procurement activities involving planning, techno-commercial negotiations, scheduling and procurement of components, materials and services. Comprehensive experience in interacting & negotiating with suppliers for raw material base prices.

Demonstrated business acumen in managing entire supply chain operations and contributing higher rate of organic growth; expertise in managing entire breadth of commercial operations. Proficient in supervising & controlling the logistics processes & services at vendors end & providing valuable suggestions

**CORE COMPETENCIES**

Supply Chain Management:

* Ensuring availability and delivery of right quality materials at the right time, price and terms
* Devising efficient management system to ensure delivery of the shipments as per timelines and cost

Purchase:

* Developing and implementing key strategies for the purchase of materials from sources
* Developing, implementing purchasing and contract managemsent instructions, policies, and procedures

Vendor Management:

* Developing long-term partnerships with suppliers & managing day-to-day supplier performance
* Coordinating with suppliers for new product development and implementation

Material Management:

* Interfacing with cross functional departments for ascertaining procurement plans of raw materials
* Budgeting and planning the funds for procurement and sourcing of materials ensuring optimum utilization

**WORK EXPERIENCE**

March-18 : Aarti International Ltd (Dyeing & Processing Unit) as AGM Purchase/Materials (HOD)

Role:

* Handling the procurement for Dyeing, Printing & Knitting unit.

Highlight:

* Overseeing the Dyes & Chemical for Dyeing, Printing as well as for boiler & ETP, All type of Belts, Oil & lubricants, Knitting Machine Needles & Sinkers, stationery, Electrical, Hardware & Mechanical, IT related items.
* Conducted comparative study of quality and prices for future negotiations with suppliers for the materials
* Competently got the samples approved for material purchase
* Ensuring compliance to the norms, negotiations with the vendors, payment, reconciliation of Indent with store to get samples approval from quality department
* Identified new suppliers for materials

Apr ’13-March 18 : Vallabh Textiles Co. Ltd as Senior Executive Purchase/Materials

Role:

* Handled the procurement for Terry Towel, Dyeing, Printing, Spinning unit & Handling of Import & Export Couriers.

Highlight:

* Overseeing the Dyes & Chemical for Dyeing, Printing as well as for boiler & ETP, all type of belts, oil & lubricants, Sewing machine Needles & spares, stationery, medicine, Bathrobe Accessory, Sewing/Bathrobe Machine Spare Parts, Electrical, Hardware & Mechanical.
* Conducted comparative study of quality and prices for future negotiations with suppliers for the materials
* Competently got the samples approved for material purchase
* Ensuring compliance to the norms, negotiations with the vendors, payment, reconciliation of Indent with store to get samples approval from quality department
* Identified new suppliers for materials

Feb’13- April-13 Mayur Uniquoters Ltd Jaipur as Sr. Executive Purchase.

Role:

* Oversaw the Dyes & Chemical, all type of belts, oil & lubricants, Knitting Needles & spares, stationery, Medicine, Electrical, Hardware & Mechanical.

Highlight:

* Handled the procurement for Knitting & Dyeing unit
* Oversaw the Dyes & Chemical, all type of belts, oil & lubricants, Knitting Needles & spares, stationery, medicine, Electrical, Hardware & Mechanical.
* Conducted comparative study of quality and prices for future negotiations with suppliers for the materials
* Competently got the samples approved for material purchase
* Ensuring compliance to the norms, negotiations with the vendors, payment, reconciliation of indent with store to get samples approval from quality department

Nov’12- Jan’13: Megatime Limited **SHENZHEN CHINA** as Buyer for manufacturing unit.

Role:

* Oversaw the purchase of the following Electric Components unit:
  + Building Material & Furniture
  + Stationery & Medicine
  + Electrical, Hardware for manufacturing unit.
  + Furniture & Fixture
  + Oil & Lubricant
  + Spares for watches

Jun ’08 – Nov’12: Venus Garments (India) Ltd. as Senior Executive Purchase/Stores

Highlight:

* Handled the procurement for Garments, Knitting & Dyeing unit
* Oversaw the Dyes & Chemical, all type of belts, oil & lubricants, Knitting Needles & spares, stationery, medicine, Garments Accessory, Sewing Machine Spare Parts, Electrical, Hardware & Mechanical.
* Conducted comparative study of quality and prices for future negotiations with suppliers for the materials
* Competently got the samples approved for material purchase
* Ensuring compliance to the norms, negotiations with the vendors, payment, reconciliation of indent with store to get samples approval from quality department
* Accredited with Cash Prize for solve the major case of chemical’s rate.
* Handled the reconciliation of Indent with stores
* Identified new suppliers for materials

Jan’08 – Jun’08: Shiva Texfabs Ltd. Ludhiana as an Purchase Officer

Highlights:

* Handled the procurement for Ring Spinning, Open End, looms & Dyeing
* Oversaw the packing of materials, all type of belts, oil & lubricants, dyes & chemicals, stationery, medicine
* Proficiently handled major vendors like Venus Marketing, Amritsar & Kaka Ram Babu Ram, Ludhiana.
* Adeptly contacted multiple suppliers as well as determined the best products and the price for each.

Jul’02 – Dec’07: Malwa Industries Ltd., Machhiwara, Ludhiana as an Assistant Officer in Materials Department

Highlights:

* Proficiently handled major vendors like Prem Dyes (HUNTSMAN), Jindal International (GROZ).
* Adeptly contacted multiple suppliers as well as determined the best products and best price for each one of them.

**IT SKILLS**

* Well versed with:
  + ERP System (Oracle Based)
  + SAP (Business One)(Version 8.8)
  + MS Office (Excel) & computer Fundamental

**EDUCATION**

* M.B.A. in Purchase Management From ISBM Mumbai (81%).
* Diploma in Material Management from ISBM Mumbai (82%).
* B.A. form Punjab University, Chandigarh in 2007

**PERSONAL DETAILS**

Date of Birth: 14th February 1984

Address: 7,Guru Nanak Dev Nagar Extension, Ekta Vihar, Badi Haibowal, Ludhiana - 141001

Languages: English, Hindi and Punjabi

Passport NO: J6574206