

AJIT

Personal Info

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9650663173

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Address

Jawahar Colony,
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LANGUAGES

- English
- Hindi

INTEREST

- Volunteering
- Reading Books
- News about technology
- Watching Motivational videos

STRENGTH

- Technical skills
- Analytical skills
- Creativity
- Teamwork
- Hard Work

SOFTWARE

- SAP
- CRM
- Ms Office

PROFILE SUMMARY

Dynamic and results-driven Project Management Consultant (PMC) with over 3 years of experience in Procurement & Supply Chain. Seeking a new opportunity to leverage my expertise in a Procurement & Supply Chain Management role. Eager to contribute to the growth and success of a dynamic organization.

EDUCATION

Degree Name	Year	College Name	University
MBA in Finance and Marketing	2020-2022	Sunderdeep Engineering College, Ghaziabad	AKTU (UPTU)
B. Com	2015-2018	Delhi University	Delhi University

PROFESSIONAL EXPERIENCE

1. Project Management Consultant (Jan 2023 to Present) Resonance Energy Private Limited

- Managed Procurement of Material to ensure timely availability of required material.
- Maintained Material requirement planning.
- Coordinate the Supply chain for Material.
- Issued Contracts & Purchase Orders (PO) to suppliers.
- Managed Inventory level, minimize the stockouts or excess inventory

2. Project Co-Ordinator (Oct - 2018 to Sept – 2020) ParadigmIT Technology Services Pvt Ltd

- Prepared Management Information System (MIS) reports.
- Utilized SAP to generate Purchase Requisitions (PR) for procurement activities.
- Managed and updated customer details within Customer Relationship Management (CRM) systems.
- Invoice processing workflow for Goods Receipt Note (GRN) transactions.

SKILLS

- Procurement
- Supply Chain
- Purchase
- Vendor Management
- Negotiation
- Inventory Management
- Decision Making
- Verbal & Written Communication

CERTIFICATIONS

- Procurement Management from Udemy – Feb, 2024
- Ms Office Tools from Bhartiya Vidya Bhawan – Sept, 2016