

ANUP KUMAR

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CAREER OBJECTIVE

To seek a professional job opportunity with a reputed organization where in my ability and education will be utilized to the maximum level contributing to the success of the organization and self-growth in the company hierarchy.

PROFILE SUMMARY

- **05** yr 03 mnt as data entry operator (stores/Inventory/Purchase) for one of the prestigious client: ISPRL (Indian Strategic Petroleum Reserve Limited) for the Operation & Maintenance of Underground Crude Oil Storage till date.
- Working in a fast paced & stimulating environment can handle multiple task effectively and very much flexible with time.
- Good communication skills with strong interpersonal & analytical skills.
- Possesses excellent organizational skills & can work well independently.

SKILLS AND PROFESSIONAL EXPERIENCE

Company Name: Indian Strategic Petroleum Reserves Limited (ISPRL)

Designation: Data entry Operator (Stores/Inventory)

Duration: July 2016 to till date

- Follow-up with vendors to ensure timely delivery of materials escalate any potential issues/ delays to facilitate planning.
- Provide relevant inputs to preparation of team's budget based on material requirement trends, planned vendor visits.
- Participate in vendor negotiations and ensure appropriate contract is established.

- Negotiation skills to create competition with vendors to get better rates, payment terms, delivery etc.
- Preparation of monthly MIS and data generation.
- Ensure settlement of payable by coordinating with vendor and Accounts team for confirmation with various payable statement.
- Knowledge in Procurement process PO Creation, PO Management & overdue order management
- Knowledge in Spot Buy activities: supplier selection, RFQ management, supplier negotiation
- Place and manage POs, working in conjunction with Supply planning
- Knowledge on Purchase Order creation & release purchase orders
- Process order confirmations of suppliers according to process documentation.
- Capable to understand the Technical requirements of utilities like lifts, DG, escalators, UPS, etc and coordinate with vendors for the quotes.
- Knowledge about vendors of operation and maintenance Sectors
- Ability to do the Techno-commercial analysis for the Repair and maintenance requirements Basic Knowledge on Electrical and Mechanical assets which are part of building operations and Maintenance scope involved
- Advanced skill on Microsoft office
- Basic knowledge on taxation , contract terms and condition's
- Preparing and Updating MIS on monthly as well as daily
- Continuous follow up with suppliers and transporters till receipt of material at plant.

- Track and monitor all incoming goods in the warehouse and segregate and stack into respective locations as per the process laid down
- Schedule and participate in critical reviews with plants.
- Responsible for upkeep & hygiene of the warehouse
- Experience in procurement of Automation products, electrical Products and mechanical products from domestic and international vendors /manufacturers
- Developing wide network of vendors for various purchases and services.
- Ensure material availability as per company requirement with optimized inventory and cost of procurements.
- Able to handle multiple project purchases.
- Floating RFQ/RFP, Negotiation and Approvals
- Technical knowledge on Mechanical spares like Bearings, Belts, Welding products, Pumps etc
- Finalizing price for all service related activities (Repair & Maintenance)
- Experience on Data Processing through Excel and Presentations through Power Point
- Price finalization for annual activities: Annual Rate contracts & Annual Maintenance Contracts
- Basic skills on purchase under Special economic zone rules
- Payment requisition receipt, review, processing and follow-up till final payment.
- Preparing of GRN for incoming material
- Checking and certification of GRN invoice

- Inventory stock details maintaining in Excel(GRN)
- Preparing of E-way Bills
- Issue of materials through MIV and maintaining in documentation
- Issue stock details maintaining in Excel
- Procurement of spare for Instrument /Electrical/mechanical department of Operation and maintenance team.
- knowledge in procurement through Government e Marketplace (Gem)
- Contacting vendors for procurement of Chemicals ,lubricants and consumables
- Preparing of Out Word gate passes for material through SEZ
- Preparing of Temporary Removal gate passes through SEZ online
- preparing of DTA procurement for supply invoices(Goods)
- Tracking of inward and outward materials through main-gate and maintaining records.
- Preparing tender documents for open tendering and limited tendering.
- Preparing financial approval for purchase.
- Communicating with OEM/Authorized dealers for spares.

EDUCATIONAL QUALIFICATION

Course	University	Year of Passing
Diploma	Shree Niranjana Swami (S.N.S) Polytechnic.	2013-2016
PUC	Pre-university Education	2013
S.S.L.C	Karnataka Secondary Education	2011

TECHNICAL & ACCOUNTING SKILLS

- Well versed with Internet Application, MS Office, MS Power Point, MS Excel and MS Word.

PERSONALITY TRAITS

- Believe in hard work and persistence.
- Strong analytical and problem solving skills.
- Flexible enough to fit into any kind of environment.
- Highly Conscious about time management & quality of work.
- Quick learner and adaptable to circumstances.
- Can easily mix with people and work well in team like environment.
- Languages known: English, Hindi, Kannada & Tulu.

PERSONAL DETAILS

Date of Birth	: 18 th April 1996
Nationality	: Indian
Religion	: Hindu
Sex	: Male
Marital Status	: Single
Mother Tongue	: Tulu

DECLARATION

I hereby declare that all the above information's are true to the best of my knowledge & belief.

I assure that I will try my best to contribute to the development of the Company if selected.

(ANUP KUMAR)