

Shrikant.C.Tiwari

Assistant Manager Purchase

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2177, Pasthan, Opp. Siyaram Building boisar West, Pasthan Tarapur App, Thane, MH, 401504

Profile

Accomplished Operations Executive With Expertise In Creating Solutions And Actions To Meet And Resolve Operating Challenges. Strong Analytical Negotiations, Strategic Planning, Resource Management and Leadership Skills. Consistently Meet and Exceed Corporate and Customer Expectations. Exemplary Communicator with A Demonstrated Record Of Providing Valuable And Informative Consultation To Clients.

Employment History

○ **Assistant Manager Purchase & Store at Mahesh Namkeen Pvt Ltd Fmcg & Mahesh snacks pvt ltd Restaurant (Lucknow) From Jan 2023 To Present.**

○ **(Reliance job work)**

- **Area Of Responsibility: Rm, Pm & Engg Store**
- Easy Identification and Preservation of Material as Needed & Maintain Stock.
- Inventory Management.
- Inform Management About Any Shortages, Damages, Or Mishandling Issues
- Knowledge Of The 5s.
- Motivate The Store Staff And Ensure The Growth Of The Store Staff In Terms Of Skill And Position.
- Continuous Communication With The Store Staff Thru Store Briefing, Training
- Able To Handle Customer Complaints And Grievances.
- Ensuring That The Sop Is Adhered At The Store.
- Floating Inquires For Quotation Of All Item
- Issuing Purchase Order & Expedite Existing Purchase Order As Necessary
- Continuously Monitoring. Evaluating & Improving Supplier Performance
- Purchasing Raw Material & Packing Material
- Rm Like: Edible Oil, Besan, Chanadal, Matar, Red Peanuts, Roasted Peanuts (Split Whole, Moongdal, Rice Grit, Corn Grit, Corn Flakes, Frymes, Potato flakes, Maize starch, Etc. And All Types Of Seasoning
- Pm Like: Poly Films, Corrugated Boxes, Stretch Films, Bopp Tapes Etc.
- Store & Spare Bearing, Belts, Grease, Etc As Per Requirement From Dept's
- Planning Of Material With Production Plan
- Following Up With Supplier For Material Delivery In Time
- Negotiating Price & Update Costs As Necessary
- Delivering Root Cause In Event Of Defective Or Un Acceptable Material With Relevant Parties & Execute Corrective Action Preventative Action
- Responsible For Day To Day Activities In Factory & Warehouse
- Managing Manpower & Transportation / Supply Chain Management
- Vendor Payment, Coordinates With Account Department • Managing Company Mess /Canteens with Help of Hr.Dept.
- House Keeping Management

○ **Sr.Executive Purchase & Store (Petunt Foods Processing Pvt Ltd Tumkur)
Group of Bikaji) Bangalore**

From Dec-2021 To 31dec-2022

- **Area Of Responsibility: Rm, Pm & Engg Store**
- Easy Identification and Preservation Of Material As Needed & Maintain Stock.
- Inventory Management.
- Inform Management About Any Shortages, Damages, Or Mishandling Issues
- Knowledge Of The 5s.
- Motivate The Store Staff And Ensure The Growth Of The Store Staff In Terms Of Skill And Position.
- Continuous Communication With The Store Staff Thru Store Briefing, Training
- Able To Handle Customer Complaints And Grievances.
- Ensuring That The Sop Is Adhered At The Store.
- Floating Inquires For Quotation Of All Item
- Issuing Purchase Order & Expedite Existing Purchase Order As Necessary
- Continuously Monitoring. Evaluating & Improving Supplier Performance
- Purchasing Raw Material & Packing Material
- Rm Like: Edible Oil, Besan,Chanadal, Matar, Red Peanuts, Roasted Peanuts (Split Whole, Moongdal, Rice Grit, Corn Grit, Corn Flakes ,Frymes ,Potato flakes, Maize starch ,Etc. And All Types Of Seasoning
- Pm Like: Poly Films, Corrugated Boxes, Stretch Films, Bopp Tapes Etc.
- Store & Spare Bearing, Belts, Grease, Etc As Per Requirement From Dept's
- Planning Of Material With Production Plan
- Following Up With Supplier For Material Delivery In Time
- Negotiating Price & Update Costs As Necessary
- Delivering Root Cause In Event Of Defective Or Un Acceptable Material With Relevant Parties & Execute Corrective Action Preventative Action
- Responsible For Day To Day Activities In Factory & Warehouse
- Managing Manpower & Transportation / Supply Chain Management
- Vendor Payment, Coordinates With Account Department • Managing Company Mess /Canteens with Help Of Hr.Dept.
- House Keeping Management

○ **Sr.Purchase & Store Balaji Wafers Pvt Ltd.Indore Mp**

From Dec-2016 To 10 Dec-2021

- **Area Of Responsibility: Rm, Pm & Engg Store**
- Easy Identification and Preservation Of Material As Needed & Maintain Stock.
- Inventory Management.
- Inform Management About Any Shortages, Damages, Or Mishandling Issues
- Knowledge Of The 5s.
- Motivate The Store Staff And Ensure The Growth Of The Store Staff In Terms Of Skill And Position.
- Continuous Communication With The Store Staff Thru Store Briefing, Training
- Able To Handle Customer Complaints And Grievances.
- Ensuring That The Sop Is Adhered At The Store.

- Floating Inquires For Quotation Of All Item
- Issuing Purchase Order & Expedite Existing Purchase Order As Necessary
- Continuously Monitoring. Evaluating & Improving Supplier Performance
- Purchasing Raw Material & Packing Material
- Rm Like: Edible Oil, Besan, Chanadal, Matar, Red Peanuts, Roasted Peanuts (Split Whole, Moongdal, Rice Grit, Corn Grit, Corn Flakes, Frymes, Potato flakes, Maize starch, Etc. And All Types Of Seasoning
- Pm Like: Poly Films, Corrugated Boxes, Stretch Films, Bopp Tapes Etc.
- Store & Spare Bearing, Belts, Grease, Etc As Per Requirement From Dept's
- Planning Of Material With Production Plan
- Following Up With Supplier For Material Delivery In Time
- Negotiating Price & Update Costs As Necessary
- Delivering Root Cause In Event Of Defective Or Un Acceptable Material With Relevant Parties & Execute Corrective Action Preventative Action
- Responsible For Day To Day Activities In Factory & Warehouse
- Managing Manpower & Transportation / Supply Chain Management
- Vendor Payment, Coordinates With Account Department • Managing Company Mess / Canteens with Help Of Hr. Dept.
- House Keeping Management

○ Officer Engg Store & Rm, Pm Bal Krishna Synthetics Ltd. (A Group Of Siyaram) .

From Jan-2011 To Nov-2016. Boisar MH

- Area Of Responsibility: Rm, Pm & Engg Store
- Store & Spare Bearing, Belts, Grease, Etc As Per Requirement From Dept's
- Vendor Payment, Coordinates With Account Department • Managing Company Mess / Canteens with Help of Hr. Dept.
- House Keeping Management
- Ensuring That The Sop Is Adhered At The Store.
- Floating Inquires For Quotation Of All Item
- Inform Management About Any Shortages, Damages, Or Mishandling Issues
- Local Purchase
- Making Good Receipt Note
- Taking Stock & Internal audit
- Looking after sub store in daily operation
- Following Up With Supplier For Material Delivery In Time

Education

Mats University Distance Learning Jan 2012-2014 (BA)

Mumbai University Mar 2007 (B.Com)

Mumbai Jan 2006 To Dec 2006 P.G.D.C.A Computer

Additional Qualification

D.E.T.M Samira (Diploma In Embroidery & Merchanding.

Computer Knowledge

Operating System – Windows 7/8/10/11, & Software Troubleshooting

Ms Office 07 /10/ 13/16/19
Computer Hardware Work.

Skills

(Work In Sap (R1) & Erp , Sap Buss one

Inventory Management
Daily stock review
Quality Management
Market Analysis
Supplier payment
Purchase Management
Store Management
Supply Chain Management
Logistics Management
Inventory Control

Material Planning
Purchase Planning
Purchase Vendor Development
House Keeping Management

Languages

English..... Hindi
.....
Marathi.....

Hobbies

Cricket.....
Chess.....
Painting.....

Current Ctc = 706000 + bonus
Excepted Ctc = 11 TO 12 LAC + Accommodation

I Do Hereby Declare That The Above Information Is True To The Best Of My Knowledge And I Bear The Responsibility For The Correctness Of The Above Mentioned Particulars.

Place:

Shrikant C.Tiwari

Date:

(Signature)