

RESUME

ARUN KUMAR GAUTAM
Bagaru Industrial Area
Jaipur, Rajasthan
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OBJECTIVE: - To achieve a high career growth thru full dedication towards job responsibility, hard work, Leadership, skill for team and professional skill and innovation.

- **Post graduate in Arts over 14 years** of experience in Purchase & Procurement, Supply Chain, Inventory, Materials Management.
- Well versed with SAP ERP, TALLY ERP, MS Office, 5S, Inventory & Warehouse Management, Vendor Development.

EMPLOYMENT FEATURE

Presently working with M/s. **Vectus Industries Ltd.** Water storage and piping solutions Provider Company as an **Executive Store & Purchase** from April 2018 to till now.

Job Responsibility:

Warehouse & Inventory Management:

- i) Ensure FIFO method in store & warehouse for proper achievement.
- ii) Ensure 5S in work areas.
- iii) Ensure Proper Storage, stacking and safety of stock.
- iv) Ensure inventory control and maintain physical condition of warehouse by planning and setting up layout and proper space utilization.
- v) Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols.

Logistic Planning & Review Management:

- i) Supervise and control overall logistics processes and services in coordination with vendors and associates.
- ii) Ensure delivery efficiency to achieve assured delivery date and adhere to KPIs such as DEPS (Damage, Extra, Pilferage, Shortage) etc.
- iii) Delivery cost optimization through regular monitoring and adopting route optimization.
- iv) Effective utilization of resources to control costs and contribute to the profitability
- v) Monthly, weekly and daily planning for sales, collection, expenses, actions plans to support the business plan and travel plan for the team.
- vi) Periodic review to check the progress against the plan weekly & monthly.

Purchase Management

- i) Negotiation with vendor & contractors for supplying & service contracts.
- ii) Issuing LOI & Purchase Orders on time for uninterrupted material supply.
- iii) Reconciliation of vendor documents i.e. Invoice, Packing list, BOQ etc.

EMPLOYMENT FEATURE

Worked with **M/s. V.R.S. Foods Ltd.** A Food Processing Manufacturer Unit **from July 2014 to March 2018.**

M/s Ajay Industrial Corporation Ltd. from **July 2010 to June 2014** As **Store & Purchase In charge.**

Work Profile:

- Making MIS (Management information system) report.
- Checking the material availability for all line / planning of material flow in the shop floor,
- Responsible for compiling daily, weekly, monthly management report on overall plant
- Responsible for inventory planning & control.
- Planning and releasing of raw material and other consumable schedule to purchase department and coordination with them for its timely procurement and effective control.
- Updating of all store related document as per ISO norms.
- Maintaining store as per latest material management standards, to keep close watch on non- moving item and slow-moving items giving details of the same to the management every month.
- Stock reconciliation physical VS system stock, receipt & issue of the raw material, packing material & general items to relevant section of Production, Q.C. & Maintenance dept, knowledge of FIFO & LIFO.

EMPLOYMENT FEATURE

Worked with **M/s Harvest Gold Industries Pvt. Ltd. (Delhi)** As **Sr. Executive Purchase** from December 09 to Jun 2010.

M/s Anmol Bakers Pvt. Ltd. (Greater Noida) As **Sr. Executive Purchase & Development** from March 2006 to November 2009. (Manufacturer & Food Processing Unit)

Work Profile:

- Lead procurement team to achieve material function goal's to ensure timely availability of required materials according to vendor SOB system
- Ensure on-time delivery of key procurement activities for establishing the new manufacturing facility and working with **Indian Oil, BPCL & HPCL**, for Diesel, Furnace Oil.
- Develop strong vendor base for Flavors, Food Grade Chemicals, Packaging Items (Cor.Boxes. Laminates, Bopp Tapes, Aluminum Foils, Pet Jars etc.) Plastic and non-ferrous raw-materials, electrical and electronic sub assemblies.
- Materials planning & purchase planning for required work order, Scheduling and follow-up from local and outstation sources.
- Innovate new buying process through domestic sourcing, supplier capacity planning and total acquisition cost management.
- Involved in the preparation of Purchase Order and Rate contract/work orders, comparison charts.
- Maintaining files for all the vendors for vendor information planning.
- MIS generation for the managements for best operations planning.

ACADEMIC CREDENTIALS

1. High school (10th) from M.P. Board of school education with 58% marks.
2. Higher secondary (10+2) from M.P. Board of secondary education with 58% Marks.
3. Bachelor of Arts in 2005 from A.P.S. University Rewa M.P.
4. Master of Arts in 2007 from A.P.S. University Rewa M.P.

TECHNICAL CREDENTIALS

1. Diploma in computer application from AISECT Bhopal with 85 % in year 2004.

PERSONAL DETAILS

FATHER'S NAME : Mr. Vijay Kumar Gautam
DOB : 23-01-1984
PARMANENT ADDRESS : Katni Madhya Pradesh (483501)
SALARY DRAWN : Rs. 3.48 Lacks P/A
SALARY EXPECTED : Negotiable.
Notice period : 30 Days