

Curriculum-Vitae



Rajjan Shukla

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PERSONAL SUMMARY :-

A procurement professional hardworking, pro-active with over **12 years of experience**, possesses multiple skills covering many Supply Chain Management are as such procurement, Inventory, ledger analysis, budgeting, estimation and economic regulations etc. As a purchase manager with an upbeat and positive attitude, who is looking for an opportunity to make a big difference in a business that is moving forward. Possessing a track record of achievements and a proven ability to manage the vendors / suppliers base to reduce lead time and cost wherever possible. Results driven and able to use initiative to develop effective solutions to supply chain problems, whilst having an active and dynamic approach to work and getting things done efficiently.

Looking for a suitable managerial position with an exciting and ambitious company that offers genuine room for progression.

WORK EXPERIENCE :-

❖ **A.V. Pharma** April 2008- August 2010

(Executive Purchase cum Finance)

Procured materials from Cadila pharmaceuticals, Ranbaxy Pharmaceuticals, Sun Pharma, Pfizer Pharmaceuticals, Cipla, Novartis etc. to supply at **The Armed Forces medical Stores.**

❖ **G. C. Construction & Development Industries Pvt. Ltd.** August 2010- May 2014

(Asst. Manager Purchase)

Procured materials for construction of luxury projects/villas:-

- | | |
|---|------------------------------|
| 1. Ex. UPRNN MD's Bungalow | Cost Rs. confidential |
| 2. Ex. LDA VC's Bungalow | Cost Rs. confidential |
| 3. Former UP Chief Minister's Bungalow | Cost Rs. confidential |
| 4. G. C. Construction MD's Farm House | Cost Rs. confidential |
| 5. Commercial Complex Laxmi Vardan | Cost Rs. 95 Cr. |
| 6. G C Enclave Apartments | Cost Rs. 105 Cr. |
| 7. The Empire Estate Residency Apartments | Cost Rs. 250 Cr. |
| 8. G C Cloud Nine Apartments | Cost Rs. 150 Cr. |
| 9. G C Signature Apartments | Cost Rs. 158 Cr. |

❖ **EKANA Sportz City Pvt. Ltd.**(subsidiary company of **G. C. Construction**) May 2014- Present
(Manager Purchase)

For Ekana Sportz township :-

- | | |
|--|-------------------------|
| 1. Ekana International Cricket Stadium | Cost Rs. 360 Cr. |
| 2. Ekana Township projects Indoor Stadium, Practice Ground, Guest House, Staff Accommodation, Power Substation, Girls & Boys Hostel, Fire Fighting Station | Cost Rs. 380 Cr. |

ACADEMIC QUALIFICATIONS :-

- ❖ Uttar Pradesh Board 2003 - 2004 **High School (10th)**
- ❖ Uttar Pradesh Board 2004 - 2006 **Intermediate (12th)**
- ❖ Lucknow University 2006 - 2009 **Bachelor of Commerce (B.Com)**
- ❖ Vinayaka Missions University 2011 - 2013 **Master of Business Administration (MBA)**

Responsible for organizing and maintaining a central facility for the purchase of all goods, services and contracts on a best price / best quality basis. Also ensuring the smooth supply of material, consumables and equipment to the company.

CORE COMPETENCE & VALUE :-

- ❖ Preparation/ Forecasting of Procurement Budgets, Financial Analysis & Reporting in accordance with demands and regulations laid by regulatory bodies.
- ❖ Operate ERP Software, for easy and accurate procurement procedures.
- ❖ Preparation of comparative statements for quick finalisation and procurement of materials.
- ❖ Preparation of estimates used by management for the purposes such as project costing, Marginal costing, volume profit analysis, target costing planning, organizing and scheduling work.
- ❖ High trustworthy, discreet and ethical.
- ❖ Good command in any type of **Import and Export** around the Globe.

Duties:-

- ❖ Controlling the purchase and supply of all procured items & services.
- ❖ Negotiating the lowest prices and terms of products with suppliers, ensure delivery in a timely manner. Managing, developing & improving the purchasing team.
- ❖ Benchmarking performance of the Supply Chain.
- ❖ Establishing terms, pricing, quality requirements, delivery, and contracts.
- ❖ Adhering to all company policies with particular regard to accounting procedures.
- ❖ Administering the online purchasing systems.
- ❖ Reviewing all contracts/agreements to achieve 'best price/best quality' purchasing.
- ❖ Preparing & processing requisitions, purchase orders & invoices for purchases.
- ❖ Giving sourcing input to colleagues to aid business planning & development.
- ❖ Making recommendations & advising senior management on all purchasing issues.
- ❖ Maintaining records of supplier contracts, agreements, goods ordered received.
- ❖ Managing vendor relationships and building effective supply chain partnerships.
- ❖ Ensuring appropriate procurement of all production, construction and maintenance materials.
- ❖ Forecast procurement needs.
- ❖ Develop and review purchase requests and ensure authorization as necessary to facilitate the timely purchase of new products.
- ❖ Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products and services. .
- ❖ Coordinate with suppliers and placing orders, Controlling departmental budgets.
- ❖ Handling overall activities of the Purchase Department.
- ❖ High levels of integrity & professionalism in transactions & conduct with suppliers.
- ❖ Finalizing the rate, quantity, commercial T&Cs and getting approval time to time.
- ❖ Plans and manages inventory levels of materials or products.
- ❖ Source for new parts, suppliers or sub-contractors when the need arises.

KEY SKILLS AND COMPETENCIES:-

- ❖ Understanding of internet marketing: SEO, etc.
- ❖ Ability to identify and implement new procedures and processes.
- ❖ Have strong oral and written communication skills.
- ❖ Vast experience of working with a range of external suppliers.
- ❖ Excellent judgment and decision making.

AREAS OF EXPERTISE:-

Import and Export, Negotiating Supply chain, Material supply solutions, Tenders / Estimating, Vendor identification, Project management, Supplier relationship management, Contract management

PROFESSIONAL :-

ADCA qualified , MS-Office(Word, Excel, Power Point), TALLY ERP 9, Windows 8, Windows 7.

PERSONAL SKILLS :-

Attention to detail, Goals orientated, Methodical, Tenacious work ethic, Ability to meet deadlines, Keen to learn, Positive attitude, Communication skills.

KEY SKILLS AND COMPETENCIES :-

- ❖ Able to Work in Computer (MS Excel ,MS Word ,Internet etc.)
- ❖ Knowledge and experience of Tally, ERP 9.0.
- ❖ Ability to work well under pressure & thrive on challenging works.
- ❖ Good eye for detail, well organized, skilled in setting priorities.
- ❖ Excellent communication skills.
- ❖ Ability to organize and prioritize a busy diary.
- ❖ Good literacy and numeracy skills.
- ❖ Flexible regarding your working hours.
- ❖ Effective time management and be able to prioritize.
- ❖ Personal attributes Good communication, planning and organizational skills.
- ❖ Self motivator and the ability to motivate others.
- ❖ Keeping up to date with industry best practice.
- ❖ Able to work on your own initiative as well as being a team player.
- ❖ Achievement oriented with excellent leadership skills and an ability to manage change.
- ❖ Proven strength in problem solving, coordination and financial analysis.
- ❖ Strong communication Interpersonal skills, learning abilities matched with the ability to manage stress.
- ❖ A good self and team motivator.

ACHIEVEMENT:-

- ❖ Participated in various project development activities.
- ❖ Procured material at the lowest price.
- ❖ Taking care of responsibilities in the absence of the Senior Authorities.
- ❖ Assisting the General Managers in developing sourcing strategies.
- ❖ Independently handled vendors meetings and successfully financial transactions of organizations.

PERSONAL DETAILS :-

Father's Name : S. K. Shukla
Date of Birth : January 30th,1989
Language Known : Hindi & English
Marital Status : Single
Nationality : Indian

Declaration:

I hereby declare that all the information provided above is correct and true to the best of my Knowledge and belief.



Place: Lucknow

(Rajjan Shukla)