

KAPIL DEV SINGH

BABURASH, POST - SISHAMU, COLONEL GANJ, GONDA, UTTAR PRADESH, INDIA

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PROFESSIONAL SUMMARY

Thorough Asst. Purchasing Manager who has designed several purchasing policies that have saved companies a significant amount of money. Adept at negotiating purchasing agreements working with all levels of management to develop better policies and making sure that all computer systems are operating properly. Excellent reputation for resolving problems, improving customer satisfaction and driving overall operational improvements. Consistently saved costs while increasing profits.

EDUCATION

UTTAR PRADESH TECHNICAL UNIVERSITY LUCKNOW

2013

B-Tech, Information Technology

- B-Tech (Information Technology), 2013 - Uttar Pradesh Technical University Lucknow
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EXPERIENCE

CONCORD CONTROL SYSTEMS PRIVATE LIMITED

11/2016 – present

Lucknow // *Asst. Purchase Manager*

Job Responsibility

- Responsible to source, negotiate and purchase materials from both local and oversea.
 - Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the project.
 - In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedules.
 - Resolve supply, quality, service and invoicing issues with vendors.
 - Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements.
 - Undertake any other ad-hoc duties as assigned.
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GTL NEPAL PVT. LTD

02/2015 – 10/2016

Kathmandu // *FLM Engineer in Logistics Department*

GTL Nepal Pvt. Ltd., '4th floor TG Complex' Near Balkumari Bridge, Koteshwor-35, Kathmandu, Nepal Tel.: +977 1 460 2430, Fax:+977 1 460 2431, Web: www.gtllimited.com

Front Line Maintenance (FLM) of the Base Transceiver System (BTS) sites owned by Ncell, part of TeliaSonera and the service includes. Working as a FLM Engineer (Coordinator)

Job Responsibility

- Transmission equipment providing to field Team.
 - Coordination to field Team, management
 - Generate weekly and monthly report.
 - Organizing and maintaining files and records
 - Manage a fleet of delivery riders within a specific area (e.g. Schedule working times, solve daily operational issues, follow up on equipment, conduct weekly rider meetings)
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SKILLS

- **Purchasing.**
- **Vendor Management.**
- **Negotiation.**
- **Forecasting and Cost Tracking.**
- **Data Collection and Analysis.**
- **Shipment Tracking.**

