***CURRICULUM VITAE***

 ***KULDEEP TRIPATHI***

Main Market, Kaushambi Road,

Bhowapur, Ghaziabad (UP)

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 **✆ +91-9897339885**

***Career Objective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Analytical, hardworking & disciplined individual with consistent strong academics, seeking to widen horizon and enrich knowledge base while contributing to the progress of an organization.

***Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_***

* Sr. Purchase Executive **at General Energy Management System Pvt. Ltd, Noida** from 1st May 2019 to till now.

***Responsibility***

* Negotiate with suppliers in order to ensure best price.
* To prepare a comparative statement and obtain approval.
* Vendor Creation and its documentation.
* Initiated the material forecasting system based on linear model and moving average of monthly consumption.
* Cost saving through various initiatives.
* Process to manually and internal payment of account department.
* Create Purchase Order.
* Follow up with vendor for pending material.
* New Vendor development.
* Search for new Potential Supplier as per the requirement and controlling of Purchase request.
* Developing strong supplier base and supplier relationship management.
* Making various MIS in Developed ERP locally.
* Track orders and ensure timely delivery
* Oversee receipts, inspection, storage and distribution of material.
* Timely reporting to Regional head about day to day progress
* Source mechanical, electrical, industrial products and MRO items.
* Bills process to account department for vendor payment.
* Working to Project at multiple location.
* **Various process developed under Business Excellence team-such as preparation of Indent, introduced L1 to L4 rating concept for vendor selection.**
* Worked with **M/s. TATA STEEL BSL LTD. (****Formerly Bhushan Steel Ltd.)** as a Purchase Officer. From 11th May 2014 to 30th April 2019.

 ***Responsibility***

* Negotiation the price & commercial terms.
* Create Request for Quotations & identify the vendor panel.
* To prepare a comparative statement and obtain approval.
* Vendor Creation and its documentation.
* Cost saving through various initiatives.
* Create Purchase Order.
* New Vendor development.
* Follow up with vendor for pending material.
* Successfully handle the inventory of consumables, spares and equipment.
* Developing strong supplier base and supplier relationship management.
* Making various MIS in SAP.
* Track orders and ensure timely delivery
* Oversee receipts, inspection, storage and distribution of material.
* Day to day working reports Sr. manager & AGM.
* Totally responsible for central sales tax FORM **“C’**. (**online & manual**) And generate Online **E-way bill (Form-38)** Road permit.
* Worked with **M/s. Sahara India Pariwar** as a Personal assistance to BM (Branch Manager) from 11th May 2011 to 30th June 2013.

***Academic Qualification:\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* Graduation B.sc (Bio.) from **Dr. B.R.A. Univ.** Agra, **2012**.
* Passed 12th (Science) from **UP Board,** Allahabad, **2006**.
* Passed 10th (Science) from **UP Board,** Allahabad, **2004**.
* Post Graduate Diploma in Computer Application **(P.G.D.C.A)** from **C.V. Raman Univ.**, Bhopal, **2014.**
* **Pursuing MBA from IIBM -Meerut**

***System Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_***

* Hands on experience in SAP ***(*Systems**, Applications & Products)
* MS office: - 2003,2007 & 2016 Word, Excel, Power point, Outlook.
* Hands on experience in Coral Softech ERP.

***\_\_Other Skill\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_***

* Good Communication Skills and ability to think out of the box.
* Good Knowledge of Internet and current Technology.
* Eligible in both languages typing (***ENGLISH & HINDI***).

***PERSONAL DETAILS: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_***

**Father Name.** - Sh. CHANDRA BHUSHAN TRIPATHI

**Date of Birth.** - *22 July 1990*

**Religion.**  - Hindu

**Village & Post. -** Takhrau

**Dist. –** Manipuri**,** PIN**-**205268 **(**UP)

 **Hobbies.** - Interaction with people, Easy friendly, Playing Harmonium.

***DECLARATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**“I hereby declare that all the information furnished above is true to the best of my knowledge and I will responsible for any discrepancy”**

 ***Place: -***

 ***GHAZIABAD (U.P.) KULDEEP TRIPATHI***