

# SANDHYA SINGH

- ♦ Assistant Manager Purchase - "Avaid's Technovators"
- ♦ MBA (SCM) - "Amity University (Distance Learning)"
- ♦ B.Tech (ECE) - "VIT(UPTU)"



+91-7291050060



[sandhyarj18@gmail.com](mailto:sandhyarj18@gmail.com)

## Technical Skills:

- ❖ Procurement Planning
- ❖ Material Management
- ❖ Negotiation
- ❖ Supplier Relationship Management
- ❖ Custom Clearance Process
- ❖ Oracle-ERP, Busy 14

## Educational Qualification:

**MBA (Supply Chain Management)** **78%**  
Amity University (Distance Learning), Noida  
Apr 2013 - Jun 2015

**B.Tech (Electronics & Communication)** **76.7%**  
Venkateshwara Institute of Technology, Meerut (UPTU)  
Aug 2007 - Jun 2011

**XII** **60%**  
Sarvodaya Kanya Vidyalay No.1, Delhi  
Apr 2005 - May 2006

**X** **72%**  
Govt. Girls Sr. Sec. School No.1, Delhi  
Apr 2003 - May 2004

## Achievement:

**Rising Star Award** **Oct 2016**  
(For best performance of the year 2015-2016)  
P2 Power Solutions Pvt. Ltd.

## Strength:

- ❖ Good work ethic
- ❖ Diligent
- ❖ Versatile

## Future Planning:

Want to upgrade myself with some certification and improve knowledge base as per industry requirement and will try to be a valuable asset of company.

## Personal Data:

Name : Sandhya Singh  
Gender : Female  
Date of Birth : 14<sup>th</sup> Aug, 1989  
Marital Status : Married  
Nationality : Indian  
Address : Sector-23 Dwarka, Delhi

## Profile Summary

Dedicating purchasing professional for 8+ years specializing in procurement planning, vendor management and inventory management with the exposure of panel manufacturing companies. Ability to multi-task to meet deadlines while offering consistent quality. To succeed in maintaining a position where I may utilize my creative, multi-tasking, problem-solving skills and purchasing experience.

## Work Experience

**Assistant Manager Purchase** **July 2018 - Present**  
**Avaid's Technovators Pvt. Ltd.** **Delhi**

### Strategic Purchase & Vendor Management

- ❖ Procurement of Electrical & Electronics Items (i.e, Electrical Switchgears, Capacitors, Resistors, ICs, Wires, Cables etc.)
- ❖ Vendor Assessment and selection as per specifications and requirement of client.
- ❖ Timely raising purchase requisition, purchase orders on Oracle - ERP to vendors & delivery follow-ups.
- ❖ Coordination of Purchase activities according to project coordination team & site execution team for proper supply, functioning & requirement of the materials.
- ❖ Sourcing new suppliers and finding out what they have to offer.
- ❖ Developing and sustaining long-standing relationships with company-approved vendors.
- ❖ Meeting with suitable vendors to assess their products, inquire about their services, negotiate pricing, and communicate any product or service-related concerns.
- ❖ Ensuring compliance to company Purchasing Guidelines and systems.
- ❖ Assisting with following up overdue accounts for payments.
- ❖ Monitoring and managing supplier performance.

**Assistant Manager Purchase** **Mar 2015 - July 2018**  
**P2 Power Solutions Pvt. Ltd.** **Noida**

- ❖ Procurement of raw materials for Electrical Panels (Active Filters, Hybrid Filters, APFC, dAPFC etc.) from national & international market.
- ❖ Monitor stock levels and identify purchasing needs.
- ❖ Research potential vendors.
- ❖ Finalizing best possible quote as per the company and project demands.
- ❖ Evaluate offers from vendors and negotiate better prices.
- ❖ Handling the customs clearance procedures with the customs regulation department.
- ❖ To keep record of all the import shipments (Air & Sea) & prepare all required documents for custom clearance.
- ❖ Managing inventory levels for ensuring ready availability to meet procurement & dispatch targets.
- ❖ Follow up with suppliers, as needed, to confirm or change orders.
- ❖ Maintain updated records of invoices and contracts.

**Estimation Engineer** **Apr 2013 - Nov 2014**  
**Horizon Electric Corporation** **Delhi**

- ❖ Estimating, costing and purchasing for electrical projects.

**Costing Engineer** **July 2012 - Mar 2013**  
**Shriji Power & Automation** **Ghaziabad**

- ❖ Estimating, costing and purchasing for MCC/DOL/Star-Delta Starter Panel/PLC/AC-DC Drive Panels etc.

## Declaration

I hereby declare that above information is correct to the best of my knowledge and belief.