

# Manjeet .

**Nationality:** Indian **Date of birth:** 01/05/1993 **Gender:** Male **Phone number:** (+91) 7888763245

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**Home:** Jamalpur Urban Estate, Phase-II Ludhiana, 141010 Ludhiana (India)

## ABOUT ME

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1. More than 5 years of experience in handling the entire cycle of purchasing in manufacturing industry.
2. Successfully supported the production team with goods and materials required on time without any hiccups.
3. Expertise in handling multiple vendors for different products.
4. Hands on experience on working with SAP
5. Good negotiating and coordinating skills that helps in meeting the targets and deadlines.

## WORK EXPERIENCE

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### Senior Purchase Executive

**Amar Wheels Pvt. Ltd.** [ 24/04/2023 – Current ]

City: Ludhiana

Country: India

1. Research potential vendors.
2. Compare and evaluate offers from suppliers.
3. Negotiate contract terms of agreement and pricing.

### Purchase Officer

**GNA Axles Limited** [ 05/01/2018 – 18/02/2023 ]

City: Hoshiarpur

Country: India

1. Research potential vendors
2. Compare and evaluate offers from suppliers
3. Negotiate contract terms of agreement and pricing
4. Track orders and ensure timely delivery.
5. Enter order details (e.g. vendors, quantities, prices) into internal databases.
6. Monitor stock levels and place orders as needed.

### Store Incharge & Computer operator

**Leader Valves Limited** [ 20/05/2016 – 25/05/2017 ]

City: Jalandhar City

Country: India

1. Ensure that the store is kept clean and organized;
2. Shelves and racks are properly stocked and products do not fall off the shelves.
3. Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping;
4. Provides data by operating a computer.

## **EDUCATION AND TRAINING**

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### **Bachelors Of Computer Application**

**Rayat & Bahra Institute Of Management** [ 10/04/2013 – 10/04/2016 ]

Address: Bohan, Hoshiarpur, 146001 Hoshiarpur (India)

### **12th**

**M.M.H.V Inter College** [ 05/07/2010 – 06/06/2011 ]

Address: Kotgaon, Model Town, Daulatpura, , 201009 Ghaziabad (India)

### **10th**

**Ingraham Inter College** [ 05/07/2008 – 16/06/2009 ]

Address: Hapur Road Ghaziabad, 201001 Ghaziabad (India)

## **LANGUAGE SKILLS**

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Mother tongue(s): **Hindi**

Other language(s): **English | Panjabi; Punjabi**

## **DIGITAL SKILLS**

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Social Media / google / instagram / whatsapp / youtube / Microsoft Excel / microsoft word