

# Vikram

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## Profile

Detail-oriented and results-driven Procurement and Supply Chain Executive with hands-on experience in vendor management, purchasing operations, and logistics coordination. Skilled in negotiation, cost optimization, and inventory control, ensuring timely procurement and quality compliance. Proficient in MS Office, Tally ERP9, and EMS, with strong communication, analytical, and problem-solving abilities.

## Experience

**December 2024 - present**

**Procurement Executive magna industry .**

**SA-16,2nd Floor, Crown Plaza Mall, Sector 15A, Faridabad, Haryana 121007**

In Magna Industry, my main responsibilities were related to purchasing and managing consumable items.

I was responsible for raising purchase order getting quotations from vendors, comparing prices, and finalizing the best deal.

- Issuing RFQs: Managing the Request for Quotation (RFQ) process to gather competitive pricing and ensure cost-effective purchasing decisions.
- Reviewing Quotes & Negotiating Deals: Evaluating vendor quotes, negotiating terms and pricing to maximize value and profitability for the organization.
- Managing Goods Receipt & Quality Control: Overseeing the delivery of goods, ensuring they meet quality standards and specifications.

**2023 - December 2024 (1 year 9 months)**

**Executive Supply Chain Management**

**sai complex, R.S Food, Gali no 2, Wazirpur Rd, nr. Amrita Hospital, Faridabad, Haryana 121002**

In RS Foods , my main responsibilities were related to purchasing and managing horeca sector products and I was Responsible for end-to-end operations, from material purchasing to final delivery to clients.

- Maintain strong coordination with suppliers, distributors, and clients to ensure timely and accurate order fulfillment.
- Monitor stock levels, track shipments, and manage logistics and dispatch activities efficiently.
- Managing Goods Receipt & Quality Control: Overseeing the delivery of goods, ensuring they meet quality standards and specifications.
- Managed the complete purchasing cycle, from vendor coordination to order fulfillment and cost optimization.

**April 2022 - March 2023 (1 years) .**

### **Horeca Solution Account Executive**

Managed purchase and sales billing, R1 filing, stock maintenance, and documentation for FMCG and HORECA operations, ensuring accurate records and smooth coordination between suppliers and clients.

- Responsible for purchase and sales billing operations, including data entry and invoice generation in company records.
- Prepare and file R1 returns, maintain accurate stock records, and reconcile inventory reports.

## **Job Responsibilities**

- Stock management
- New Vendor Development
- Raise queries and call quotation from suppliers
- Follow up with suppliers for material deliveries on time
- Keep proper records of all important documentation relates to purchase department
- Good coordination with other Dept.
- Assist the purchase manager to carry out day to day activities like raising queries, call quotations, follow up etc.
- Supplier selection
- Negotiation with vendors
- Handled data entry, record-keeping, and front-office support
- Managing daily accounts, voucher entries, and documentation
- Handling internal financial records and administrative tasks

## **Skills**

- Microsoft office:- word, excel, power point
- ERP:- TALLY, EMS(Enterprise management system)
- E-mail, outlook
- Good communication in Hindi & English
- Critical thinking
- Problem solving
- Negotiation
- Handling difficult people
- Working under pressure
- Teamwork
- Adaptability
- Vendor management

## Education

- ❖ Haryana Board of School Education
  - In 2018 - 10<sup>th</sup>
  - In 2021- 12<sup>th</sup>
- ❖ Delhi University
  - Bachelor of Commerce Honours

## Professional Qualification

- Microsoft office Diploma 6 months
- Diploma in Tally ERP9 of 3 months

## Curriculum Activities & hobbies

- Playing cricket
- Listening Podcast
- Listening Music

## Personal Details

Father name : Bhagwan jha  
Date of birth : 24-4-2002  
Nationality : Indian  
Marital Status : unmarried

