

RESUME

RINKU MURARILAL VALMIKI

Assistant Purchase Manager (Buyer)

PROFILE

Asst. Purchase Manager DEC 2011 - Present Responsible for organizing and maintaining a central facility for the purchase of all goods, services, and contracts on a best price / best quality basis.

Also ensuring the smooth supply of material, consumables, and equipment to the company.

Duties: Controlling the purchase and supply of all procured items & services. Negotiating price and terms of products with suppliers. Managing, developing & improving the purchasing team.

Benchmarking performance of the Supply Chain.

Establishing terms, pricing, quality requirements, delivery, and contracts. Adhering to all company policies regarding accounting procedures. Administering the online purchasing systems.

Reviewing all contracts/agreements to achieve 'best price/best

CONTACT

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<https://www.linkedin.com/in/ricky-valmiki-00203141/>

EMAIL:

rvalmiki99@gmail.com

DOB: 17/08/1993

HOBBIES

Playing Football, Music & reading books

EDUCATION

HIGH SCHOOL

GURU NANAK ENGLISH HIGH SCHOOL, LOCATION: COLABA, NAVY NAGAR, MUMBAI -400005
1995- 2009

HIGHER SECONDRY SHCOOL

SIDDARTH COLLEGE OF ARTS & COMMERCE, LOCATION: MUMBAI, FORT
2010 – 12

B.COM

Seth Hira Chand Mutha College – 2016 (kalyan) Mumbai University

WORK EXPERIENCE

- **TRANSTEC OVERSEAS PRIVATE LIMITED,**
MANUFACTURING OF GROUND SUPPORT EQUIPMENT (GSE) COMPANY (8 Years)
Website: www.transtecoverseas.com (Assistant Purchase Manager) Dec-2013-2021-dec
- **OILGEAR INDIA PVT LTD ,**
Hydraulic products, Electro hydraulic and Automation solutions in Indian region. (2 Year) 2019-2021
www.oilgearindia.com (Assistant Purchase Manager)
- **ESCON ELEVATORS PVT. LTD (6 Months) Jan- 2022 to Jun-2022**
Elevators Manufacturer (Designation – Purchase Executive)

Working

- Issue Purchase order in TALLY ERP, TALLY PRIME AND SAP, Purchase Order Authorization, GRN.
- Supply chain
- Material supply solutions
- Purchase from Mumbai Market all over India and Globally
- GEM e-Procurement (tender bidding) excellent knowledge in tenders
- Tenders / Estimating.
- Vendor identification
- Project management
- Supplier relationship management
- Contract management
- Overall Purchase functions
- Supplier Visits and Meetings. Vendor development & review.
- New Vendor Development for key Raw Material.
- Vendor Development of alternative sources for minimum supplier strategy.
- Management Review Meetings: Weekly and Monthly.
- Review of purchase functioning for Material Receipts and Payments.
- Purchasing of Raw Material, Consumable Item, Electronic, Electricals ,welding, mechanical item , equipment, Rollers, Machining Item and Components etc
- Best Source for Iron and Steel Supplier in India
- Development of fabrication, Metals, Machining parts, Cables, Pumps, hoses etc with in time frame using high, mix low volume type including,
- Negotiation & Price finalization with suppliers and ensuring quality of parts to meet the target
- Rate Contract

SKILLS

- 1- Great relationship management.
Great relationships are often the foundation of effective **procurement**.
- 2- Strong negotiation **skills**
- 3- Impeccable time-management.
- 4- Strategic thinking.
- 5- Change positive.

EXTRA CURRICULUM ACTIVITIES

1. MS-CIT
2. MS Office (MS Excel, word, Power Point etc)
3. Creating Presentation for Company

PERSONAL DETAILS

1. Marital Status: Single
2. Sex: Male
3. Communication Address: 406, Suresh Sadan Apartment,
Diva Agason Road, Diva (East) Thane - 400612 (Maharashtra) India.
4. Father Full Name: Murari Lal Hira Lal Valmiki
5. Mother Name: Sunita Devi
6. Language known: English, Hindi, Marathi

Date:

Place: Thane City (Maharashtra)