

# **CURRICULUM VITAE**

Rameshwar Arjun Kumavat

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## **Certification:-**

Diploma in Automobile Engineering, Graduated in 2014

## **Career Summary:-**

2 years experience as an Engineer in the field of Procurement and Maintenance.

4 years experience as a line supervisor in the field of Production and Maintenance.

## **Experience:-**

Employee: **TECHITEG LIFESTYLE PVT. LTD.**

Duration: **APRIL 2018 TO TILL DATE**

Designation: **PROCUREMENT ENGINEER**

## **Project details and company profile:-**

**April-2018 to Till date with Techiteg Lifestyle Pvt.Ltd as PROCUREMENT ENGINEER - Mechanical at Odisha Renewable Project (OREDA) – Package –III Amounting Rs. 800 Crore under L&T Ltd.**

## **Skills:-**

- Good English written and spoken, Computer skills.
- Basic knowledge of Ms-office programs and ZOHO system.
- Basic knowledge of inventory and documentary process.
- Experience in an engineering, procurement and operations.
- Effective verbal and written communication skills.
- Ability to analyze bills of material and drawings to understand key requirements.
- Generation of Purchase Request (Indent), P.O release, Receipt Material & Gate Entry.
- Maintain the BOQ with updates from suppliers until after awarding the contract.
- Prepare schedule of comparison.
- To negotiating vendors along with quotations.
- Ability to identify cost reduction opportunities.
- To negotiate the best payment terms and contract conditions.

## **IT Skills:**

SAP (MM) Module, MSOffice, Internet Search skill and ZOHO system.

### **Responsibilities:**

- **Material indent/P.R** - Sourcing, processing and timely delivery of material
- **Quotation** - Competitive reliable vendor identification Comparison, Terms and Conditions and Price Analysis.
- **Negotiation/Buying** - Preliminary price negotiation, credit facility, quality and, Safety and Delivery lead time & finalize L1 vendor with authority
- **SAP & PO** - Vendor registration, Generate vendor code, GRN entries, generate PO Work order, Service order etc.
- **Coordination & Follow ups** - Coordination with various indent raised departments for better clarity Payment advice to Finance as per timelines and incoming deliverables with stores department. Follows up with Vendor for documentations and deliverables
- **Invoice and Payment** - Checking of all invoices as per terms, posting in SAP, roll on in Process for authorization and submission to Finance for payment follows up of Vendor with Finance as per terms
- **Inventory control** - Maintain inventory control of various stock.
- **MIS & Record keeping-** Record keeping in SAP as well hard copy. Monthly MIS submission to Manager
- **Vendor's profile** - Study or Analysis or evaluating all Vendor's profile, quotations as per their price, past PO or Work Orders and check whether deviations are there in their past work orders & PO or not and in which Big Companies they did their work or supply without any deviation in their work and check No Deviation certification and work completion Certificate with sign & seal of particular EIC (Engineer In charge) of all theirs last work orders & Po's.

### **Experience:**

**Employer: CHASSIS BREAKES INTERNATIONAL (Jalgaon)**

**From: August 2014 to Feb 2018.**

**Designation: Production Supervisor.**

### **Company profile-**

Chassis Brakes International is one of the world's largest manufacturers of automotive braking solutions. Its products - disk brakes, drum brakes, electro-mechanical parking brakes and rotors

### **Objective:-**

To work in a professional organization to deliver to the best of my ability and to enhance self and Company performance.

**Skills:-**

- Supervision, Managing Processes, Process Improvement, Production Planning, Dealing with Complexity. CNC machines operations.

**Responsibilities:-**

- To coordinate for preparing the detailed production schedules. Prepare plans for resources Manpower based on Targeted Schedule.
- Supervise the daily progress of work and reporting results of the processing flow on shift production summaries.
- Determine what materials are needed and stages material for upcoming jobs
- Maintains quality service by establishing and enforcing organization standards.
- To ensure that the production line is running safely, smoothly, and producing quality parts.
- Maintains working relationship with the manpower
- Resolves the problems by analyzing, investigating and provide the recommended solutions.
- Prepare the Daily progress, weekly progress reports.
- Transfer programs from server to PC on CNC cutting machine.
- Modify programs to correct for CNC cutting process and cut file selection.
- Supervise to perform daily, weekly and monthly preventative maintenance on cutting machines.

**Personal Details:-**

Name:-	Rameshwar Arjun Kumavat.
Father Name:-	Arjun Hari Kumavat.
Date of Birth: -	16th Jan 1993
Sex :-	Male.
Nationality :-	Indian.
Marital status:-	Married.
Current Address:-	F-25, Pushpanarayan society, Dewad, Sukapur New Panvel-410206
Permanent Address:-	At post. Patil wada , Mhasawad. Tal. Jalgaon, Dist. Jalgaon-425116

**Declaration**

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I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

Date:

Signature.