



# Aman Kumar

## Procurement Engineer



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DIP-1, DUBAI, U.A.E

### SKILLS

Power point Presentation



MS Word



MS-Excel



Video Editing



Phot Editing



Email Marketing.



## WORK EXPERIENCE

### PROCUREMENT ENGINEER

OCTOBER/2020 – 18 JUNE 2021 (NOTICE PERIOD)

FIRE SHIELD INDUSTRIES LL

#### ACHIEVEMENTS/TASK

- Prepare production schedules and release work orders for manufacturing.
- follow up with suppliers for deliveries of products on time.
- Maintain and update records of released work orders in the ERP system.
- inventory computations and maintain the minimum level of all items.
- Review purchase orders and prepare bill of materials from engineering drawings.
- Coordinate with purchase department to provide technical support to identify and procure appropriate equipment necessary as per project specifications and requirements.
- Resolve issues in production processes and take containment actions to reduce interruptions.
- Carry out mixed model production of multiple work orders for the production to efficiently meet customer demands while avoiding large batch sizes and reduce production lead-time through the whole value stream.

### PURCHASE EXECUTIVE

FEB 2019 TO SEP 2020.

VIRA AUTO COMPONENTS , LUDHIANA

#### ACHIEVEMENTS/TASK

- Procurement of the required material at the most competitive price at the time of requirement.
- Negotiate and finalize prices for materials and services procured within the budget cost.
- Ensuring timely release of purchase orders & delivery of materials ordered.
- Stores and inventory management.
- Co-ordination with project team on specifications /delivery/ quality of material supplied.
- Maintaining Up-to-date database of material prices.

### MARKETING LEAD

AUG 2018 TO JAN 2019

MATHS MADE EASY ACADEMY, PUNJAB.

#### ACHIEVEMENTS/TASK

- I worked as a Marketing Lead for content promotion on YouTube, Facebook, and Instagram.
- I also write script for videos, Designing advertising pamphlets, and posters for the academy.
- Visit schools for the promotion of our Youtube channel.

## Language

English



Hindi



Punjabi



## PRODUCTION ENGINEER

NOVEMBER 2016 TO JULY 2018

SHREE RAM ENGINEERING CO., LUDHIANA

### ACHIEVEMENTS/TASK

- Managing the man power on production line to ensure they all work together.
- Workers safety And their trainings.
- Maintaing 5S on the work floor.
- Updating the work order in ERP Software .
- Planning with other deoartments to ensure smooth running of the production.
- Preparing the documents for production.

## Education



Shaheed Bhagat Singh State Technical Campus.

**B.Tech In Mechanical Engineering .**

<https://www.sbsstc.ac.in>

## Certificate



Udemy

**1. The complete Digital marketing Course -12 in 1.**

<https://www.udemy.com/certificate/UC-06651258-2b60-4f6f-bb12-5d12e8a5d8ce/>

**2. The complete 2021 web development Boot camp.**

## Personal trait

Pass port no.	: R3722259.
D.O.B	: 03-July-1993
Maritalstatus	: Single
Nationality	: Indian