

# RESUME

**JITENDRA KUMAR JANGIR**

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## **Innovative and Resourceful Procurement Management Professional:**

**Track record of delivering superior results by implementing strategic procurement, sourcing, cost reduction, supplier negotiation and relationship management programs that optimize the value from the supply chain.**

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### **PROFILE SUMMARY**

- A result oriented professional with 14 years of experience in developing and maintaining **sourcing vision, processes, and organization for selecting, managing, and developing the enterprise's strategic suppliers for Pharmaceutical, Chemical and Automobile Industries.**
- Executed unified processes and initiatives that improve cost, quality, delivery, and service criteria and foster long-term collaborative relationships with the vendors.
- Exposure to **SAP R/3 - MM Module, Tally ERP** as well as **Microsoft Office.**
- Expertise in implementing **Cost Saving Measures** to achieve reduction or rejection of materials, negotiating with vendors; developed a cost saving tracker for the same.
- Honed with a **Cross Cultural Exposure** with a merit of negotiating with suppliers across globe.
- **Rationalizing the vendors providing services, including rate negotiations** and managing the vendor & transportation registration after negotiation of rate as per the market.

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### **EMPLOYMENT DETAILS**

#### **December' 2018 - October' 2020 with Oriental Carbon & Chemicals Ltd. As an Assistant-Manager Procurement**

Worked with **ORIENTAL CARBON & CHEMICALS LTD.**, belonging to **JP Goenka Group of Companies**, is one of the market leaders in the production of Insoluble Sulphur for the Tyre and Rubber industry around the world both in terms of quality as well as quantity. It has state of the art manufacturing facilities in India at Dharuhera (Haryana) and at Mundra (Gujarat). Apart from Insoluble Sulfur OCCL also manufacture Sulphuric Acid and Oleums in our chemical complex at Dharuhera. Starting in 1994 with modest capacities of 3000 mt per annum capacity, The production capacity of Insoluble Sulphur now stands at 28,500 Mt per annum with new capacities slated to be added in near future.

#### **Responsibility:**

##### **Team Size: 4 Members**

- Procurement of Mechanical, electrical, instrumentation, safety, R&D and QC Chemical items including techno-commercial negotiation with suppliers and placing of orders.
- Vendor Development & Vendor Evaluation.
- Floating RFQs for both indigenous and imported items, Engineering Contracts and AMC based on the indents from the plant, arranging offers from various approved / new suppliers, commercial discussion/price negotiation with the technically approved suppliers & preparation of final comparative statement.
- Maintaining the source list and info record.
- Exposure of different tax applicability i.e. GST and other duties.
- Generating detailed Purchase Orders incorporating all technical and commercial specifications delivery schedule and all other agreed commercial terms & conditions.
- Daily interaction with the vendors for the supplies.
- Follow up with the suppliers for ensuring the manufacturing & delivery of the various items as per the agreed schedule.
- Making logistics arrangement for delivery of the various items to the plant. Finalization of transport contracts.
- Follow with the accounts department for timely payment to the suppliers.
- Ensuring best quality at the best minimum price at the desired time.
- Maintaining a close coordination with the shipper and clearing agent for clearance the shipment and ensure the material reaches our warehouse on time.
- Maintaining MIS and Compliance report for internal & external audit.

#### **November' 2016 - December' 2018 with Sphaera Pharma Pvt. Ltd. As an Executive Procurement**

**SPHAERA PHARMA PVT. LTD.** an Indo USA Multi National Company having its facility situated at IMT Manesar, Haryana and Corporate office at Singapore; From 21<sup>st</sup> Nov. 2016 to 05<sup>th</sup> Dec. 2018. Sphaera Pharma has established itself as a fully integrated drug discovery and development company leveraging **a network of the scientific community with a network of disease understanding and commonality.**

#### **Responsibility:**

##### **Team Size: 3 Members**

- Acting as Procurement Head looking for procurement of Active Pharmaceutical Ingredient (API) Biological items, Excipients, Drugs, Research Chemicals, Lab Equipments and mechanical items based on requirement & consumption.

#### December' 2009 – April' 2016 with Otsuka Chemical (India) Pvt. Ltd. As a Sr. Officer Purchase

**OTSUKA CHEMICAL (INDIA) PVT. LTD.** an Indo Japanese Multi National Company having its plant situated at Kotputli, Rajasthan and Corporate office at Gurgaon, Haryana; From Dec. 2009 to April 2016. Otsuka Chemical (India) Ltd is manufacturer of Bulk Drug intermediate called GCLE, having its annual turnover of 350 Cr.

##### Responsibility:

**Team Size: 5 Members**

**ERP Applications Use:** Telly

- Conducting order review and procurement of mechanical and engineering items based on requirement & consumption.
- Domestic and international procurement of Raw Materials, including custom clearance with Advance Authorization Licenses.
- Negotiation, Cost Saving, Logistic Arrangement Vendor Development & Vendor Evaluation.
- Registration & Cancellation of Advance Licenses in Custom Department.
- Obtaining EPCG Licenses for Capital Goods.
- Clearance of Shipment with CHA.

#### July' 2006 – December' 2009 with New Allenberry Works as Assistant Purchase

**NEW ALLENBERRY WORKS (Prop. Deepak Industries Ltd.)** From 1<sup>st</sup> July 2006 to 16<sup>th</sup> Dec. 2009. [Company is certified with ISO/TS-16949 and is having SAP R/3 ERP software. Company is engaged in manufacturing of AUTOMOBILE and TRACTOR GEARS for various O.E.M. likes TATA MOTOR, ESCORTS TRACTOR, TAFE BIRLA YAMAHA, MAHINDRA & MAHINDRA TRACTOR etc.]

##### Responsibility:

**Team Size: 5 Members**

**ERP Applications Use:** SAP R/3 ERP: MM Module

- Purchasing of General purchase items like cutting tools, Maintenance spares (Bearing, Belts, Hydraulic & Pneumatic items and Valves, Bolts and Screws, Lubricants etc.), Stationary, Electrical Items etc. on daily basis as per requirement.
- Daily interaction with the vendors for the supplies.
- Floating new items RFQs to the vendors.
- Collection of quotations and negotiation with the suppliers.
- Making and release of Purchase Orders and Schedule agreements for open orders in SAP.
- Exposure of different tax applicability i.e. VAT, CST and other duties.

#### STRENGTH & SKILLS

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- Posses a high sense of responsibilities and thus can be entrusted with any assignment, which requires intelligence and diligence.
- Systematic thinker maintains the broad view while giving precise attention to details.
- Offers a commitment to work hard, sense of responsibility, quick adaption to the new environment, proactive as an individual as well as team contributor.

#### EDUCATION

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- B. Com from Sobhit University, Meerut U. P.
- Intermediate from Rajasthan Board.
- High School from Rajasthan Board.
- Conducted Intensive **Customer Service Training** from **AKIKO CALLNET**, Faridabad.

#### COMPUTER PROFICIENCY

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- Computer Basics.
- MS Office (Excel, Word, Power Point)
- SAP (MM Module) & Telly ERP.

#### PERSONAL ATTRIBUTES

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- Leadership.
- Enthusiasm.
- Sincerity & Team Spirit.
- Effective Communication.

#### PERSONAL DETAILS

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Date of Birth:	16 <sup>th</sup> January 1986
Marital Status:	Married
Passport:	Valid up to 2028
Visa Status:	Visit Visa valid up to 31 <sup>st</sup> January 2021
Language:	Hindi & English
Permanent Address:	Jhunjhunu (Rajasthan) – India