

SAPNA KASHYAP (Female, Indian Citizen)

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Seeking towards challenging assignment in industry, in a work environment that fosters learning more in automobile field also provide an opportunity to implement some of the best systems & practices worldwide.

PROFESSIONAL SNAPSHOT

- ☞ A result oriented professional with 04 years' experience in Procurement and Cost management Department.
- ☞ **Presently** associated M/S Platinum Industries. Faridabad from Feb 2022
- ☞ Earlier worked in M/S Imperial Auto industries from Aug 2020 to June Feb. 2022 as an Engineer in Sqa Deptt.
- ☞ Also worked with M/S Hilux Automotive Ltd , Gurgaon form Jan 2019- Jul- 2022.
- ☞ Working on Die casting Parts for automotive sectors.
- ☞ Good Knowledge of ERP, SAP software
- ☞ Good knowledge of Raw Material Planning according to Production Plan.

PROFESSIONAL EXPERIENCE

Since –Feb 2022

Sr. Executive

M/S Platinum Industries

Company Profile-

- ☞ M/S Platinum industries is leading player in auto Sector and involves in manufacturing the Die casting parts .
- ☞ Major Customers are Autolek, PICL, Diamond International, Jumps auto, Veekay Connectors Etc.

Job Profile-

- ☞ Good Project Management skills
Vendor management and vendor issues related to contract & purchase order issues.
- ☞ To monitor monthly Sales Plan, Production Plan, to ensure the timely availability of material.
- ☞ Procurement of Raw Material such as electrical parts, machining parts, sheet metal parts, plastic parts, Consumables parts from vendors.
- ☞ Purchase and inventory management to ensure adequate inventory of raw material as per defined norms.
- ☞ Provide every month schedule and forecast for the the next two months by considering the lead time of vendor.
- ☞ Perform annual analysis of fast moving , slow moving and non moving inventory to determine best solution for liquidation.
- ☞ Material order management on regular basis based on MRP out put.
- ☞ Issuance of Purchase order as per company requirement.
- ☞ Involved in New Product development.
- ☞ Involved in Supplier Audit based on Qms/line issue /NPD
- ☞ PPAP Approval with FTR Approach.
- ☞ Follow SPC plan/SST Plan/Layout Plan of Supplier.
- ☞ Supplier Upgradation.
- ☞ To ensure the delivery of the material on right time by following up with vendors and keep tracking on the consumption pattern of the critical components.

- ☞ To closely study how the price trend is moving in the market and work towards price forecasting so that strategic planning/decisions can be made to benefit the Organization
- ☞ Managing raw material inventories by using inventory control techniques.
- ☞ Evaluating Vendor rating on monthly basis.
- ☞ Supporting Quality team in quality issue related to incoming raw material.
- ☞ To analysis VA/VE for the parts to reduce cost without effecting on functionality & performance of parts.
- ☞ Decide the share of business on the basis on Cost , Quality and Delivery.

EDUCATIONAL CREDENTIALS

Standard	Board/University	Year of Passing	Percentage
M.B.A	Symbiosis university	2016	79.7
B.com	Shobit University	2014	79
Intermediate	H.B.S.E	2010	68

SIGNIFICANT HIGHLIGHTS

- ☞ Execution of daily Management Information System and Computerized Environment Presently working on ERP baan , SAP Module.
- ☞ Participate in Small group activity for Inventory Reduction At company level.

COMPUTER PROFICIENCY

- ☞ Knowledge of software like MS-Office (Word, Excel,).
- ☞ Good Knowledge of ERP, SAP software

SKILLS

- ☞ Possess good analytical , ability, ready to take up challenging jobs.
- ☞ Knowledge of software like MS-Office (Word, Excel, and Power Point).
- ☞ Sound product knowledge and good convincing power.
- ☞ Sound Knowledge of different Quality tools.
- ☞ Shouldering responsibilities and taking initiative.

PERSONAL VITAE

- ☞ Father's Name : Sh. Ramesh Chand
- ☞ Date of Birth : 03th Feb, 1992.
- ☞ Email Id : Sapnakashyap151@gmail.com;
- ☞ Contact No. : +91-7053056209
- ☞ Permanent Address : C-1054, SGM Nagar , Sector 48 , Faridabad.
- ☞ Languages known : Hindi ,English .

Date: -

(SAPNA)

Place: - FARIDABAD