

GAURAV S. THAMKE

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CAREER OBJECTIVE

To join such an organization where I can effectively utilize my technical and analytical skills, learn and lead the organization pinnacle of success.

EXPERIENCE

Employer: Confidence Petroleum India Limited (Go Gas) Nagpur.
From: 21th May 2017 to till date
Starting working position: PURCHASE EXECUTIVE (Pan India centralized purchase) .
Current working position: SENIOR PURCHASE EXECUTIVE (Pan India centralized purchase) till date. Experience: 6 Years 1 months

Responsibilities:

SENIOR PURCHASE EXECUTIVE :-

- Sending enquires, getting quotations, negotiation for rates/services & preparing comparative.
- Make adequate enquiries around the cost, quality and availability of product before purchasing.
- Vender code creation with GST & non GST vendors.
- Evaluate purchase order/work order and find the way to to reduce the costs.
- Follow up with vendors/service providers for material/services and ensuring timely delivery & payment for them.
- Analyze vendor invoices and cross-check these with the quantity received.
- Booking of goods received note in ERP system.
- Booking SRN against work order.
- Prepare MIS and analyze data to ensure accuracy.
- Purchase of more than 500 various items for the store & ongoing company projects.
- Purchase from all over India vendors.
- Making stock transfer invoice, sales invoice as per requirement of company.
- Making e-way bill.

EDUCATIONAL QUALIFICATION

QUALIFICATION	YEAR OF PASSING	BOARD	MARKS %
ENGINEERING DIPLOMA (ELECTRICAL)	SUM-2014	MSBTE	67%
ITI	JULY-2008	MUMBAI board	72%
SSC	Mar-2005	Pune board	45%

TECHNICAL SKILLS

- Software Studied : PGDIA IN PLC,SCADA,ELECTRICAL SYSTEM,8051 MICROCONTROLLER.

MAJOR PROJECT

Name	Software base energy meter monitoring
Duration	25 days
Team size	5
Project Description	Software base energy meter monitoring
Role / responsibility in the project (tech. info)	Electrical Assembly Designing

PERSONALITY TRAITS

- Achievements :Second state level winner in project competition.
- Strengths : Focused , Flexible , Team Worker
- Hobbies : Music, Interacting With Peoples.

PERSONAL DETAILS

- Father's Name : Suresh p. thamke
- Date of Birth : 18 Nov 1989
- Permanent Address : quarter no 22, Police line takli Nagpur

Place: Nagpur

GAURAV THAMKE

Date: