

SUJIT BEHERA

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A challenging and growth oriented position in a progressive company, where I contribute to the organization's success with my financial expertise & through my innovative ideas and desire to achieve excellence and learn more to give my best to the organization with honesty.

Professional Synopsis

- An astute & result oriented profession with more than **2 years' 5 month** experience in the field of & **Indirect-Purchase.**
 - Currently Working for **LAVA INTERNATIONAL LTD, Noida** as a **Purchase executive** since **April, 2019 to 2021.**
 - **Working lava international limited Noida, from 2016 to 2021. (Total Experience "2 Years" 5 month).**
 - Adept at supervision, co-ordination and managing the day-to-day operation.
 - An effective communicator with excellent relationship, management skills and strong analytical, problem solving and organizational abilities.
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Company Profile:-

Established in **2009**, **Lava International Limited** has become one of the fastest growing multi-national mobile handset company, Lava's corporate philosophy is to be a 'Reliable' brand, reliability stems from our core values of Integrity, Passion for excellence and Adaptability. Lava's talent pool, including on and off roll employees, comprises more than 14000 people. Through its reliable products and services, Lava is contributing to the growth of mobile handset industry under the Government of India's '**Make in India**' initiative aggressively. Lava was declared as the most trusted smartphone brand in product quality and after sales service amongst all Indian brands by Silicon India. Lava bagged the Best Customer experience team of the year award" at 9th Loyalty Awards & Customer Experience Awards conducted by Kamikaze B2B media. Lava won the '**Make in India**' award at the 2nd Mobility Excellence Awards.

PROFESSIONAL EXPERIENCE:-

Lava International Pvt. Ltd. – Noida (Uttar Pradesh)

Job Title: PURCHASE EXECUTIVE (Indirect Purchase)

Description:-

Procurement of Capex items, consumables, Opex and services required for the organization. This includes Procurement of machines and material from imports & Local.

Key Responsibilities-

- ⇒ Setting up the weekly, monthly, quarterly procurement plan.
- ⇒ Creating Purchase order in SAP and floating to vendors.
- ⇒ Procurement of machines both from national and International suppliers.
- ⇒ Coordinate with User departments and suppliers for formulating proper scope of work for projects
- ⇒ Development of alternate vendors for creating competition to ensure best price ad service level.
- ⇒ Creating RFQ documents, inviting competitive quotes, preparing techno commercial comparison, negotiations and recommendations for final selection.
- ⇒ Evaluating vendors and finalizing the best prices with delivery schedules and best suited terms and conditions.
- ⇒ Ensuring timely delivery of material for the Purchase order issued and follows up for timely payment as per agreed terms.
- ⇒ Take care for delivery of order on time.

Computer Skill:-

- ⇒ Have knowledge in MS-Word, Advance-Excel, Power point & internet.
 - ⇒ Good working knowledge of SAP system. (MM MOUDLE).
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Academic Qualifications:-

Qualification	University/College/Board	Passing Year
DIPLOMA IN ELECTRICAL	J S University, Shikohabad	2020
ITI	TECHNO INDUSTRIAL TRAINING INSTITUTE	2014
12th	CHSE, Odisha	2012
10th	BSE Odisha	2010

Personal Strength:-

- ⇒ Positive attitude and hard worker
- ⇒ Good learner and accept new challenges
- ⇒ Self-Motivated
- ⇒ Integrity in the works

My achievements-

- ⇒ The RAISING STAR AWARD for best performance in year 2020.
- ⇒ Got Star Award for Handling shift operation independently with minimum downtime 2020.
- ⇒ Got Super Star Award for handling shift operation with team efficiently 2019.
- ⇒ Spot Award Achievement 2019.

Hobbies:-

- Curious to learn new technologies.
- Listening Music & playing Chess.
- I love cricket

Personal Information:-

Date of birth : December 15, 1994

Father's Name: Lt. Prafulla Kumar Behera

Nationality : Indian

Sex : Male

Language proficiency: Oriya / Hindi / English

Marital status : Un-Married

Current salary : 2.7L

Present address: Near khoda colony, Noida Sector-58, (UP).
Pin-201301, Dist-gautam budha nagar.

Permanent Address: Jag Mohan Nagar (Green Park) Plot No. D6 Bhubaneswar Odisha.

Date:.....

(Sujit kumar Behera)

Place: