

Lovepreet Singh

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Career Objective

To seek growth opportunities and challenging environment where I can prove my caliber and can make best use of my skills, knowledge and to constantly improve my skills and talent.

Synopsis: -

- More than 01 year of professional experience in field of Procurement, Material Sourcing, Vendor development, Negotiation with vendors, expediting orders, etc.
- Procurement & Expediting of Project Materials i. e. Consumable items, Spares, OEM Items and Lab Equipment's etc.
- Placing Purchase orders (**PO's**) and Letter of Award (**LOA's**) Annual Rate Contract (**ARC's**), using **SAP (MM) Module**.
- Well versed with **MS Office, SAP, System and Purchasing Sourcing Tool SRM / Supplier Relationship Management**.
- Interpersonal, Analytical & Negotiation skills with proven track record of achieving cost savings during the career span.

Summary of working Experience:

1. Organization - HPCL- Mittal Energy Ltd (On roles of Olympus Pvt. Ltd)
 - Duration - 22th October to Till Date
 - Designation - Procurement Executive
- Presently associated with 'HMEL' as **Procurement Executive**
 - **Currently managing network of supplier and along with handling of stages starting with PR and ending of PO.**
 - Procurement using SAP & SRM Software's.
 - RFQ (Request for Quotation) preparation with technical specifications (SOW) & floating the same to the vendor for obtaining offers.
 - Responsible for procuring electrical items like electrical cables, motors, power distribution board & safety items like helmets, goggles, gloves etc.
 - Responsible for procuring mechanical items like valves (ball, choke, check, globe, and instrumental valves), fittings, clamps, gauges, flanges, pipes, etc.
 - Analyzing the offers & preparing Comparative Sheet.
 - Responsible for proposal of Notes.
 - Awarding Purchase Orders / Rate contracts on the **SAP MM Module**.
 - Handling the Variation / Change Order / Amendment case in **SAP**.
 - Identifying & Sourcing of Materials from India.
 - New Vendor development and Negotiation with vendors.
 - Maintaining MIS report / Cost saving report.
 - Inviting Tender Bids / Quotations of the required materials from the vendors.
Review the Material / Purchase Requisition, prepare tender pack, and issue the Enquiries / RFP and receive techno-commercial offers, prepare TCBE (techno-commercial bid evaluation), ROA approval, prepare & issue SAP orders.
 - Follow ups the Advance Bank Guarantee (ABG) status.
 - Maintaining the EMD's (Earnest Money Deposit) record.

Technical Skills	
ERP Packages	SAP R/3
Functional Modules	Good Command in SAP (MM-Module)
Contract Management Tool	Knowledge of Purchase Sourcing Tool (SRM)
Design Software	Solid Works
Operating System	Windows 2007-2010
Tools & Package	MS-office, Lotus Notes, Outlook & Internet. (Having good knowledge of MS Excel , MS Power Point, & MS Word).
Machine Operating	Lathe, Drilling, Grinding

Educational Profile: -			
Class	School/College	Passing year	%age/CGPA
M.Tech (MSE)	Sant Longowal Institute of Engineering and Technology (S.L.I.E.T), Longowal	2018	6.62 CGPA
B.Tech (M.E)	Sant Longowal Institute of Engineering and Technology (S.L.I.E.T), Longowal	2016	6.52 CGPA
Diploma(Industrial Production)	Sant Longowal Institute of Engineering and Technology (S.L.I.E.T), Longowal	2013	65.14%
Certificate Course (12 th)	Sant Longowal Institute of Engineering and Technology (S.L.I.E.T), Longowal	2011	67.22%
Matriculation	Mata Gujri Public School, Dhanaula	2009	71.16%

Publications
<p>Publications in Conference proceedings</p> <ul style="list-style-type: none"> Singh L., Kumar M. and Singh J., 2018. Prevalence of Carpal Tunnel Syndrome among workers engaged in Cotton Textile Industry. <i>International Conference on Advancements in Engineering and Technology (ICAET 2018)</i>. BGIET Sangrur (Punjab). 23-24 February 2018. Singh L., Kumar M. and Singh J., 2018. Analysis for Carpal Tunnel Syndrome in Brick kiln workers using ANOVA. <i>International Conference on Advancements in Engineering and Technology (ICAET 2018)</i>. BGIET Sangrur (Punjab). 23-24 February 2018.

Curricular Activities	
Year	Event
2017	<ul style="list-style-type: none"> Member of Pedallers club SLIET Longowal.
2017	<ul style="list-style-type: none"> Member of Happy club SLIET Longowal.
2017	<ul style="list-style-type: none"> Member of Kuch Karo Foundation (NGO) Longowal.
2015	<ul style="list-style-type: none"> Participate in Tug of war at SLIET Longowal
2015	<ul style="list-style-type: none"> Membership in S.M.E.S at SLIET Longowal
2013	<ul style="list-style-type: none"> Membership Certificate in Modal Exhibition at SLIET Longowal

Additional Information	
Interested Areas	<ul style="list-style-type: none"> Manufacturing, Designing, Procurement.
Hobbies	<ul style="list-style-type: none"> Reading Books, Listening Music, Traveling & Knowledge Sharing, Dance.
Strengths	<ul style="list-style-type: none"> Time Punctuality, Dedication, Honesty, Hard worker, Sincerity, Responsible.
Language	<ul style="list-style-type: none"> English, Punjabi, Hindi.

Trainings & Internship	
Year	Industry
2018	<ul style="list-style-type: none"> 6 weeks industrial Training at Arihant Spinning Mill, Malerkotla (Punjab)
2017	<ul style="list-style-type: none"> 6 weeks industrial Training at Federal Mogul Powertrain Bahadurgarh, Patiala.
2015	<ul style="list-style-type: none"> 6-week Industrial Training at MAX AUTOS (Maruti Suzuki) Handiaya, Barnala
2014	<ul style="list-style-type: none"> 6 weeks Software training at CADD CENTRE Patiala.
2012	<ul style="list-style-type: none"> 6-week Industrial Training at GURU NANAK AGRO. (Balkar combines) Handiaya, Barnala
2010	<ul style="list-style-type: none"> 6-week Industrial Training at STANDARD Corporation India Ltd. Handiaya, Barnala

Projects	
2016	<ul style="list-style-type: none"> 3-dimensional wooden crafter Machine (The work involves shaping and contouring surfaces; precise, intricate joining and decorating; skilled use of the full range of woodworking tools, machines, and techniques; and application of extensive knowledge of the appearance, durability, strength, and machining characteristics of a wide range of wood and wood substitutes).
2013	<ul style="list-style-type: none"> Testing on different welding pieces (The effect of welding current, electrode diameter, voltage and welding techniques on mechanical properties of mild steel weldments have been studied. Mild steel work pieces were welded under varying current electrode diameter, voltage and different welding techniques. The test pieces out of these welded work pieces were made for tensile, hardness and impact tests).
2011	<ul style="list-style-type: none"> Pipe vice (A pipe clamp is a type of clamp often employed in woodworking, piping or cabinet shops. When referring to woodwork or cabinet shops, pipe clamps are usually composed of commercially Manufactured clamp heads or "jaws" and a length of common threaded pipe).

Personal details	
Date of Birth	<ul style="list-style-type: none"> 10th Sep. 1994
Father's Name	<ul style="list-style-type: none"> Balwant Singh
Mother's Name	<ul style="list-style-type: none"> Charnjit Kaur
Permanent Address	<ul style="list-style-type: none"> Near Old Beas Satsang Ghar Dhanaula, Barnala, Punjab 148105

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief.

Date:

Place: Dhanaula

(Lovepreet Singh)