

CURRICULAM VITAE

PRADEEP KUMAR PARKHEY

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OBJECTIVE

Seeking change for a senior level managerial assignment as Head of Unit / Head of Service, operation, Store, Purchase, department, General Administration in a growth oriented organization.

PROFESSIONAL SYNOPSIS

Diploma In Electronics Engineer from Rajiv Gandhi Prodhigiki Vishvavidhyalaya (Bhopal) of 2003 batch with 14 years of experience at Sales And Service Department in the field of Maintenance of Various Types of Electro-Mechanical Dispenser Machine and Secondary Packaging Machine. And Material Management including Procurement,Stores Management, Inventory Control, Works Contracts, etc.Excellent communication & interpersonal skills for tactful & smooth handling of problems to achieve management objective. Capability to manage large organization as Head of Unit.

WORKING EXPERIENCE:

- **Total 15 Year experience in Industrial sales and service department. Including 8 Year experience in store & purchase department.**

PROFESSIONAL EXPERIENCE

PRESENT ASSIGNMENT:- MEGHE GROUP Nagpur (As Assistant Manager Purchase From 22 September 2021 to till date Biomedical Equipment Purchase AMC CAMC,Service Contract)

- (1) **ORGANIZATION NAME: GENERAL ENERGY MANAGEMENT SYSTEM PVT. LTD. NEW DELHI** (Manufacturing & Maintenance Industry of Gasoline dispenser) **As Service Engineer** from Nov.2001to30 Nov.2003

JOB PROFILE –

- Mobilization of the site for installation after Sales and marketing &Installation, Preventivemaintenance, commissioning and testing of Gesoline dispenser & Calibration of Dispensers.
- Spares partssales and service to Customer& providing Technical Training to New Trainees.
- Payment collection, providing details of monthly spare parts requirement and coordination.
- Supervision of site before installation the machine.

- (2) **ORGANIZATION: CPS COLOR INDIA PVT.LTD.MUMBAI :** (Manufacturer of Automatic Colour Dispensing Machine Colour Mixer Gyroshekar Machine)**As Sales and Service Engineer** from January 2004 to 28 February 2007(Complete Responsibility of SALES and SERVICE)

JOB PROFILE –

Handling a team of 4 engineers, solving the servicing issue and attending Break down call.

- Maintain timely calibration and maintenance of machines, monthly plan for preventive maintenanceschedule.
- Spare part supply, data collection of competitors & timely software up-gradation, and repairing faulty spares& Provide training to new trainee engineer.
- Sales Service And demonstration of all types of Colour dispensing machine fully and semi automatic machine.
- AMC & CMC Collection spare part sales all machine. Searching new customer for revenue generation. Providing comprehensive solutions include products and services.

- (3) **ORGANIZATION:SAGAR MANUFACTURERS PVT. LTD.**Bhopal (M.P.) (Spinning Unit-Manufacturers of 100% cotton yarn) **As Store Purchase Officer** from Apr. 2007 to June 2012.

JOB PROFILE –

- Handling the complete store activity& making Purchase order, rate Negotiation.
- Preparing GRN,MRN,RGP,NRGP, Delivery Challan & stores material requirement, accounting Stock Statement &Inventory control.

- Identification of materials stored, Collecting the quotation from vendors & summarize approve the quotation price & Short out the shortage of stores material. Do the physical verification of materials & dispatch material.
- Tagging the goods for identification & solving technical issues of maintenance dept.

Handling & fulfilling requirement of technical dept. Responsible for the input material's quantity & to Arrange the materials in time.

- Responsible to keep minimum stock, responsible for preparation of stock statement, checking of bills.
- (4) **ORGANIZATION: DILIP BUILDCON LTD. Bhopal (M.P.) (Road Project Construction Company as Sr.Executive Purchase Mechanical) in Indore from June.2012 to 30 Nov.2018**
JOB PROFILE –

- Handling the complete purchase activity, making Purchase order, rate Negotiation.
- Preparing comparison of price, searching new vendor Enquiry Floating.
- Collecting the quotation from vendors & summarize approve the quotation price & Short out the shortage of stores material.
- Monitoring of Purchase order of materials & dispatch material. Arrange the materials in time. Procurement & Vendor Development for Spare part if needed and raising bills for the same along with taxes as applicable. Act as support function for audit at store. Purchase planning for materials, identifying and implementing cost optimization and cash conservation measures.

- (5) **ORGANIZATION: PEOPLES GROUP Bhopal (M.P.) As Sr.Executive Purchase from .2018 to Aug.2021**

EDUCATIONAL QUALIFICATION

- Graduation in Bachelor of Art from Barakat Ullah University , Bhopal with 62% from 2002
- 12th passed from M.P. Board, Bhopal with 55% (P.C.M. Group) from 1996
- 10th passed from M.P. Board, Bhopal with 66% (P.C.M. Group) from 1994

TECHNICAL EDUCATION QUALIFICATION

- Diploma in Material Management from “Institute of Management and Engineering” Nagpur
- Three year Diploma in Electronics Engineering from RGPV. Bhopal 68% from 2000-2003
- Two year Diploma in Electronics Engineering from Govt. ITI Betul 71% from 1998-2000.

COMPUTER AWARENESS

- MS - Office & Internet.
- ☐ Some Short-term course attend from Advance training institute, Hyderabad on Repair & maintenance of microprocessor based equipment, Digital electronics, assembling & of personal computer maintenance. Presently working in ERP. Basics Knowledge of ISO-9001-2008 And 5S System.

PERSONAL DETAILS

- Father's Name: Shri V.S. Parkhey
- D.O.B. 6th March 1980
- Nationality Indian
- Marital Status Married
- Permanent Address House No. 17, Post Khedli Bazar, Tah. Amla, Distt. Betul (M.P.)
- Notice period 30 days
- Languages Known Hindi, English, Marathi
- Present Salary 4.5Lacs P.A.
- Expected Negotiable
- Preferred Location Anywhere in India.

I the undersigned here declare that above information is best & true to my knowledge.

PLACE :- NAGPUR

PRADEEP PARKHEY