

# SHREYANK C. PATEL

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## CONTACT INFORMATION:-

**PATEL SHREYANK  
CHHOTUBHAI**

MOBILE :-

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E-MAIL:-

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## ADDRESS:-

258,Highschool faliya  
Kesali,  
Ta-gandevi  
Dist-navsari,  
Pincode-396360  
Gujarat

## PERSONAL DETAILS:-

DATE OF BIRTH : 12/03/1994  
MARITAL STATUS : UNMARRIED  
NATIONALITY : INDIAN

## LANGUAGES KNOWN:-

- ✓ GUJARATI
- ✓ HINDI
- ✓ ENGLISH

## EXPERIENCE

### NHB BALL & ROLLERS LTD (AMALSAD)

- Designation : **Sr. Executive Purchase**
- Joining From : **10-June-2024 To Continue.**
- Company Profile : Manufacturer of various types of balls
  - ❖ MRO Purchase (Maintenance, Repair & Operation Items)
  - ❖ SAP Web viewer
  - ❖ Convert PR to PO

### MAXWIN CHEMTECH PVT. LTD. (VALSAD)

- Designation : **Process Member - Purchase**
- Joining From : 03-June-2019 To 04-June-2024
- Experience : **5 Years**
- Company Profile : Electro-Galvanized Steel Coil Coating Plant
  - ❖ Float inquiry of indent material to the supplier
  - ❖ Follow-up for quotation.
  - ❖ Make QCS of receive quotation.
  - ❖ Generate purchase order of approve QCS.
  - ❖ Follow-up for material of given PO to the supplier.
  - ❖ New vendor Development.
  - ❖ Negotiation on commercial terms.
  - ❖ Co-ordinate with suppliers and transporters.
  - ❖ Co-ordinate with internal department for their requirement.
  - ❖ Follow-up for supplier payment.
  - ❖ Purchase RM Chemical, Maintenance item (Mechanical & Electrical) & consumable items.
  - ❖ Knowledge of FINSYS ERP, MS Word, MS Excel & MS Outlook.

### POOJA ENTERPRISE (SACHIN, SURAT)

- Designation : **Mechanical Engineer.**
- Service Period From : 15-May-2017 TO 05-Nov-2018
- Experience : **1 Year & 5 Months.**
- Company profile: Manufacturer of Textile Mill Machineries.
  - ❖ Check Job sheet of every order.
  - ❖ Follow up for job work to outside vendors.
  - ❖ Check dispatch material as per packing list.
  - ❖ Purchase of Gearbox and Motors.
  - ❖ Receive and check incoming material as per order.
  - ❖ Co-ordination with fabricators, vendors and transporters.

## EDUCATIONAL QUALIFICATION

	Year of Passing	Board / University	Institution	Percentage
B.Tech in Mechanical	2015	Uka Tarsadia University	C.G.P.I.T.	79

## DECLARATION

I confirm that the information provided by me is true to the best of my Knowledge and belief.

Your sincerely,  
**SHREYANK C. PATEL**