

NAVEEN GOPU

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Enthusiastic and dedicated electrical engineer with 5 years of experience in manufacturing industry. Involved in material co – ordination and material management. To work in a firm with a professional work driven environment where I can utilize my knowledge and skills which would help me to grow while fulfilling organization goals.

WORK EXPERIENCE

APR 2024 – PRESENT

ENGINEER-PURCHASE, ELECTROVAST SOLUTIONS PVT LTD.

- I will Conduct an assessment to identify and qualify vendors based on quality, cost, and reliability
- Draft and distribute RFPs (Request for Proposal) to potential vendors, outlining the specifications and requirements for products or services needed
- Identification of optimal procurement options aligned with budget constraints and quality standards by Performing the detailed cost analyses
- Lead negotiations with suppliers to secure advantageous contract terms and conditions
- Keeping a procurement activities compliant with internal policies and external regulations
- Collaborating with the quality control team to ensure the purchased materials meet all necessary quality metrics
- From initial requisition to final delivery, ensuring timeliness and accuracy by Overseeing the entire ordering process
- Maintaining the long-term partnership for potential cost savings and nurture relationships with suppliers
- Making the clarification of technical specifications or resolve issues by serving as the point of contact between engineering departments and suppliers
- By ensuring the administer supplier contracts and agreements, they meet both short-term needs and long-term strategic goals

DEC 2023 – MAR 2024

MULTI SKILL TECHNICIAN, APOLLO POWER SYSTEMS PVT LTD.

- Operation and Maintenance of Building Management Systems through Net-xs control systems software
- Fire detection and alarm systems checking
- Monitoring of water leakage Detection system in server room and UPS room
- Maintenance of access control system, Activation & Deactivation of access card
- Maintaining the reading of 75KVA UPS and 10KVA UPS and a temperature at floor, UPS room and server room
- Maintaining the log books and checklist

MAY 2019 – JUNE 2023

MATERIAL COORDINATOR, OHM ENERGY MANAGEMENT PVT LTD.

- Managing inventory control procedures worth of 10 crores through FOCUS software, including receiving, storing, counting, and distributing inventory
- Managing the purchase order portfolio analyze stock discrepancies and perform adjustments
- Update stock parameters to achieve service level objectives while optimizing inventory level
- Coordinating electrical material requirements of shop-floor

- Maintain stock levels by conducting regular audits of inventory data and physical counts to ensure accuracy
- Restocking or reducing inventory based on demand and trends by monitoring inventory levels
- Checks the physical stock at stores with the bill of materials of the upcoming jobs
- I will collaborate with other departments to ensure accurate inventory data and timely delivery of products
- Shortage of materials per BOM will be escalated to projects team and purchase team
- Checks the bill of materials with G-A, single line diagrams & Schematic diagrams
- Identifying materials by part number, type and material descriptions using FOCUS software and MS office
- Kept track of identified materials and ensured that procured inventories was received to maintain inventory integrity
- Ensuring Quality of Materials received
- Issuing materials as per BOM to a particular job and Follow up the shortages
- The operational update of the supply chain planning parameters (Lead time, Quantity stocking policy) are guaranteed
- Ensuring modified scheme diagrams requested by customer leads to additional or deletion of materials

EDUCATION

MAY 2018

BACHELOR OF ENGINEERING IN ELECTRICAL AND ELECTRONICS, DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING & TECHNOLOGY

- Passed with aggregate score of 6.37 CGPA

MARCH 2014

HIGHER SECONDARY SCHOOL, GOVT. HSS

- Passed with aggregate score of 77.08%

SKILLS

- End to end purchase process
- End to end store process expert
- Time management
- Prioritization
- Decision making
- Stress management
- Team building
- Delegation
- Conflict resolution

PROJECTS

- Automated visual inspection on rail road tracks

AWARDS & ACHIEVEMENTS

- Won prizes in chess competition in school level
- Human flag Guinness record in YMCA – Chennai
- Participated in TRIO RALLY ON INCOME DECLARATION SCHEME 2016 BY GOVERNMENT OF INDIA conducted by the DISTRICT ROTARACT COUNCIL