

ANUJ LOHIA

SUMMARY

Detailed oriented & thoughtful professional, prepared to excel, contribute to the organizational objectives and simultaneously updating own skills.

- 11 Years of experience as a **Purchase Manager, Accounts Executive and Administrative Assistant**
- Great Operational skills with Optimistic approach.
- Good Functional Abilities & Behavioral Traits.
- Great Negotiation & Inter-personnel Skills contributing towards significance savings in company's CAPEX & OPEX.

SOFT SKILLS/TECHNICAL SKILLS

- ERP Systems (Tally 9.0, Finsys, MARG, SAP)
- Import & Domestic Purchasing
- CAPEX & OPEX Purchasing
- Inventory Management
- Strategic Negotiations
- New Vendor Development
- MS Office Suite (Word, Power Point, Excel)

EDUCATION

- 2017, MBA (Finance and Marketing) – YMCA University of Science and Technology Faridabad, India.
- 2013, BBA (Industry Integrated) – Maharishi Dayanand University, India.

WORK EXPERIENCE

July 2021 – Present, Associate Manager (Purchase & Store), Dabur Research Foundation., Ghaziabad, India

- Managing complete procurement lifecycle, analyzing current market situation and available delivery mechanism.
- Material Planning, including assessment of present material availability & future requirements based on client's orders.
- Procurement of Raw materials (API & Excipients), Packing Materials, Surgical Items & instruments, QC chemicals, Reagents, Elisa kits and Engineering Consumables & Services from approved suppliers.

- Quotation analysis, periodical audit of suppliers and maintain the vendor ratings monthly.
- Negotiation & finalizing best purchasing package (including checks on quality, price, terms & conditions, delivery timelines, payment and after sale service) with suppliers.
- To ensure Animal's procurement will be based on CPCSEA registered suppliers/Agencies.
- To ensure for Instrument's calibration should be done by NABL approved Agencies.
- To prepare "Vendor Survey Documents" as per Standard Operating Procedures through telephonic conversation or personal meetings with representative from supplier and website.
- Maintain Inventory of stores as per Purchase Requisitions/Indents.
- To complete all formalities for procurement of Import – Custom clearance and others.
- Interactions with teams of other department for logistics and materials timelines.
- Handling Material Clearance & other day-to-day operational activities.
- Handling a dedicated team of Field Executives for managing day-to-day purchase activities.

April 2019 – June 2021, Senior Purchase Executive, Nestor Pharmaceuticals Ltd., Gurugram, India

- Procurement of Raw materials (API & Excipients), Packing Materials, QC chemicals and Engineering Consumables & Services from approved suppliers.
- Negotiation & finalizing best purchasing package (including checks on quality, price, terms & conditions, delivery timelines, payment and after sale service) with suppliers
- Quotation analysis, periodical audit of suppliers and maintain the vendor ratings monthly..
- Preparation and Managing approvals of purchase orders & other relevant purchase documents inline with company policies and procedures.
- Coordinating with the stores team for the inventory of the material and Destruction of the obsolete materials.
- Handling Material Clearance & other day-to-day operational activities.
- Interactions with teams of other department for logistics and materials timelines.
- Handling a dedicated team of Field Executives for managing day-to-day purchase activities.

June 2017 – March 2019, Purchase Executive, Nuclotec Remedies Pvt. Ltd., Faridabad, India

- Managing complete procurement lifecycle analyzing current market situation and available delivery mechanism.
- Procurement of Raw materials (API & Excipients), Packing Materials, QC chemicals and Engineering Consumables & Services from approved suppliers.
- Preparation and Managing approvals of purchase orders & other relevant purchase documents inline with company policies and procedures.
- Negotiation & finalizing best purchasing package (including checks on quality, price, terms & conditions, delivery timelines, payment and after sale service) with suppliers.
- Interactions with teams of other department for logistics and materials timelines.
- Handling Material Clearance & other day-to-day operational activities.

December 2013 – August 2015, Purchase & Administrative Assistant, Indian Oil Corporation Limited (R&D), Faridabad, India

- Collect weekly and monthly work reports, status reports etc. and maintain records in company's database.
- Procurement of Chemicals, Engineering spares & consumables.
- Preparation and process of purchase orders in SAP ERP
- Report preparation for Chemical Compliance statements, Literature of Journals, Articles and various R&D patents.
- Managing the day-to-day operations of the office.
- Recording & Maintaining Client's data in company's database.

April 2011 – November 2013, Accounts & Purchase Executive, Sadhu Forgings Ltd., Faridabad, India

- As part of BBA Industry Integrated program, worked as an Accounts & Purchase Executive, maintaining Local & Central Sales & Purchase accounts of the company.
- Handling procurement of Engineering consumables and other items.
- Negotiating with suppliers for best purchasing package (in terms of quality, price, terms, delivery and service).
- Preparation and processing of purchase orders in FINSYS ERP including recording & maintenance of Client's database.
- Preparation of C-Forms, VAT C-4, D1 & ST-38 Forms.
- Preparation of Bank & Cash Vouchers.
- Maintenance of Employees' salary database.
- Ledger Posting & Maintenance including petty cash handling.
- Active Participation in Annual Balance Sheet preparation.

ACADEMIC ACTIVITIES

- April 2017, Presented a Paper Titled "A Study on Consumer Buying Behaviour at Big Bazaar" in the International Conference on A Journey towards Platinum Era- Vision Rainbow Power of India (ICPVRPI 17) held at Institute of Management & Technology, FBD.
- March 2017, Presented a Paper Titled "Opportunities and Challenges in Sustainable Growth of Health Insurance Sector" in the national Conference on New Horizon in Technology for Sustainable Energy and Environment (NHTSEE- 2017) and got Best paper award.
- March 2017, Participation in Inter College Presentation Competition and got 2nd position.
- December 2016, Presented a Paper Titled "CRM Initiatives for Sustainable Development: A Reference to Titan" in the International Conference on Sustainable Development through Research in Engineering and Management (SDREM 16).
- September 2016, Participation in Inter-University Quiz Competition and got 1st position.
- July 2016, Industrial Visit in Escorts Limited, Faridabad.
- 2013, Industrial visit & Process learning in Parle-G

Management Trainings

June 2016 – July 2016, Management Trainee, Indian Oil Corporation Limited (R&D), Faridabad, India

- **Project – Role of ERP System in Finance**
To gain the various Transaction codes used in SAP ERP System

HOBBIES

Listening to music, interacting with new people, Exploring electronic gadget.

PERSONAL DETAILS

Date of Birth: 13 March 1992
Father's Name: Mr. Subhash Lohia
Nationality: Indian
Languages Known: English, Hindi

(ANUJ LOHIA)