Resume

**Naveen Bhatt**

**Summary/Overview**

I am a hard-working professional Admin & Purchaser with extensive knowledge and experience of Multi-Tasking, team- management, procedures and policies.   
  
I am an energetic and dedicated team player and I pride myself on my accuracy, professionalism and ability to meet deadlines. I would love nothing better than a stimulating position where I can apply my skills and expertise across different areas of production

**Qualifications**

Bachelor of Arts – Hemwanti Nandan Bahuguna University (HNBGU Garhwal)

ITI in Electrician – SRIVERM

Intermediate – NIOS

High School – Uttrakhand Board

**Work Experience**

**KIANI AUTO REPAIR WORKSHOP (ABS-Group (2.5 years)**

Duration- May-2017 to Sep-2019

Designation- Admin & Purchase Manager

Kiani Auto Repair Workshop is a subsidiary Company of a Korean Company ABS Trading Co., Which deals in Automobiles Services & sale purchase of Automobile Spare parts in Khartoum.

**Responsibilities:**

* Purchasing of Auto Mobile Spare parts according to the Purchase orders.
* Finding the Product in a profitable price from the market.
* Leading the Purchase team.
* Maintaining relationship with all Suppliers.
* Feeding all the Daily Purchase in Tally ERP Software.
* Daily, fortnightly, monthly making Purchase report for 2 Workshops Separately.
* Audit the Monthly Invoices of Supplier and Issue the Cheques.
* Assisting the Finance Manager in the Accounts Payables.
* Supervision of Stock & Store Room.
* Take care of the Admin work.

**GENUS POWER INFRASTRUCTURES LIMITED, HARIDWAR (4 years)**

Duration - Dec-2012 – April-2017

Designation – Line supervisor (Production Department)

Genus Power Infrastructures Ltd., an ISO 9001: 2000 Public Limited Company forms an integral part of the reputed USD 300 million Kailas Group. The company primarily deals in manufacturing and distribution of Electronic Energy Meters, Power Distribution Management Projects and Hybrid microcircuits, Inverters,

**Lead Acid Batteries**, Home UPS and Online UPS across India as well as globally.

**Responsibilities:**

* Battery assembly and packing department as line in charge
* Executing Reports and Preparing the Functional Specification for Multiple Reports.
* Preparing Process Flow chart, Work Instructions, Testing Instruction & other Documentation.
* Support the KAIZEN team to implement the process on production floor.
* Able to Take Corrective & Preventive Action (CAPA)
* Check Customer Returned material, analyze them, find Root Cause using various Quality tools & do Corrective & Preventive Actions against Customer complaints & Customer rejections.

**Training Undertaken**

* 7 QC Tools
* 5'S
* Quality Circle
* TPM
* Lean Manufacturing
* Kaizen

**Certifications & Achievements**

* Gold Medal in Quality Circle, Haridwar in Sep.2013.
* Best Attendance Award in Company in 2013.
* Best Performance Award in 5’s in Company in 2012.
* Gold Medal in Quality Circle, Haridwar in Sep.2015.
* Represent the Company in National Convention on Quality Concept in Kolkata and also won the Excellent Status in Dec. 2013.
* Represent the Company in National Convention on Quality Concept in BHEL, Haridwar and also won the Gold in Sep. 2013.
* Represent the Company in National Convention on Quality Concept in PUNE and also won the Excellent Status in Dec. 2014.
* Represent the Company in National Convention on Quality Concept in C.O.R.E., Haridwar and also Won the Gold in Sep. 2015

**Key Strengths**

* Quick Learner, Team Player, Honest and co-operative.
* Good interpersonal skills, commitment, result oriented, smart working with a quest and zeal to learn -New technologies, undertake challenging tasks.

**Personal Information**

Date of Birth - Oct-10- 1989

Father’s Name – Shri Prem Bhatt

Marital Status – Married

Languages – English, Hindi, Arabic

Hobbies – To engage in Team Exercise, Travelling, Driving & Listening to Music.

Notice period: - 15 days

I assure you, if given an opportunity to serve you, I will leave no stone upturned in doing my duty to your utmost satisfaction.

Date: (Naveen Bhatt)

Place: Signature