

AJAIYENDRA SINGH CHAUHAN

Phone No: **9643549953**

Email: **ajjuchauhan10@gmail.com**

Address: **3/264VidyaNagarColonyRoadAligarh 202001**

Career Objective

Seeking a challenging environment and assignment where my knowledge and experience can be utilized to improve performance, skills and profitability of the company. The goal is to ensure that daily operations meet and exceed daily performance expectations and to increase the company "s overall market.

Company : **M Care Exports Pharmaceuticals**

Working : **Oct2018 To Feb2021**

Purchasing Coordinator M Care Exports

- In the absence of Purchasing Manager, I maintain the following duties: Plan, Direct and monitor all purchasing activities up to allotted dollar amounts. Liaise with various departments managers to anticipate demand for goods and materials. Analyze and evaluate external price trends, new product offerings and company overall purchasing trends to reduce overall purchasing costs.
- Negotiate terms for major purchases within established limits of authority. Maintain stringent policies and processes to ensure purchase orders numbers and delivery and Hot Shot Drive to ensure any issues are resolved in timely manner.
- Establish and manage relationships with the key suppliers, vendors and sub-contractors to ensure the organization received superior of service and Quality.
- Issue, Track and receive purchase orders.
- Review requisitions for proper purchasing authority.
- Contact vendor via telephone, email, or visit to generate purchase orders for material parts.
- Evaluate and compare multiple quotes, then submit for approval as per adopted purchasing process.
- Arrange "hot shot" service for pick up good at vendor location when necessary.
- Prepare Commercial Invoices and all other required paperwork.
- Work closely with the Accounting Department to resolve billing and shipping's inaccuracies with vendors.
- Ensure all vendor credits are provided for returned material to enable accounting to apply against future invoices.

College : I.T.S. Engineering College Greater Noida (U.P)

Working : Oct 2021 To Dec 24

- **Education counselor**
- Assess students' interests, skills, and personalities
- Create academic and career plans
- Help students develop transferable skills
- Guide students through the application process for college and scholarships
- Mentor students on using technology for education
- Help students improve their academic performance
- Coordinate and conduct informational sessions about career planning, university admissions, and personal development
- Mediate conflict between students and teachers
- Improve relationships between parents and teachers
- Facilitate drug and alcohol prevention programs
- Advise students in individual or group counseling to address their academic personal , and social needs .
- Help students to devise attainable goals and develop useful skills or habits
- Inform students about their academic and professional options , including but not limited to courses , major and programmers that may facilitate their goals .

Qualification:

- *10 th from C.B.S.E. Board in year 2007.*
- *12 th School from NIOS Board in year 2010.*
- *Graduation from Sikkim Manipal University in year 2015*

Personal Profile

Fullname : Ajaiyendra Singh Chauhan

Fathername : Mr.RavendraPalSinghChauhan

Date of Birth : 18 October 1989

Languagesknow: Hindi,English

