

# DHRUV CHILLAL

## Junior Procurement Officer

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### PROFILE SUMMARY

- Expertise in aviation component sourcing and procurement, with a focus on ensuring compliance and maximizing cost efficiency.
- Strong vendor relationship management skills, facilitating long-term partnerships that contribute to consistent supply chain optimization.
- Proven track record in sales strategy development, driving revenue growth through targeted market penetration and customer relationship management.
- Career objective:** To leverage my skills in aircraft sales and procurement, contributing to a leading aviation company's growth and operational excellence.

### KEY SKILLS

- Aircraft Tech Records Auditing
- Aviation Component Sourcing
- Supply Chain Management
- Customer Relationship Management
- Vendor Relationship
- Inventory Management
- Procurement Compliance
- Contract Negotiation Skills
- Project Management
- Team Collaboration
- Microsoft Suit
- Aircraft Life Cycle Management

### WORK EXPERIENCE

#### JUNIOR PROCUREMENT OFFICER

SKYSELECT | APRIL 2024 - PRESENT | SOLAPUR, MAHARASHTRA, INDIA

- I efficiently managed the entire order placement process through various channels, handled order acknowledgments, and conducted follow-ups with suppliers to ensure smooth and accurate order processing.
- In the Sourcing Department, I managed quote requests and evaluations, awarded contracts, facilitated supplier activation, and coordinated logistics efficiently through various communication methods.
- Resolving order duplication issues, managed RMAs, and addressed queries from buyers and suppliers, ensuring accurate orders and smooth operational flow.

#### TRAINEE PROCUREMENT OFFICER

SKYSELECT | JULY 2023 - APRIL 2024 | NAVSARI, GUJARAT, INDIA

- I efficiently managed the entire order placement process through various channels, handled order acknowledgments, and conducted follow-ups with suppliers to ensure smooth and accurate order processing.
- In the Sourcing Department, I managed supplier quotes, created purchase orders, and awarded contracts to ensure a streamlined and competitive procurement process.
- I facilitated supplier activation, ensuring efficient, transparent transactions and seamless on-boarding by closely coordinating with suppliers.
- I maintained a strong focus on enhancing operational efficiency and ensuring satisfaction through timely and accurate communication, achieving smooth order processing and successful supplier management.

#### TECHNICAL RECORDS INTERN (INTERNSHIP)

FLYDOCS | FEB 2023 - JULY 2023 | VADODARA, GUJARAT, INDIA

- Document Management:** Organizing, reviewing, and maintaining digital records related to aircraft maintenance and operations.
- Quality Assurance:** Ensuring that all records meet compliance standards and are accurate, complete, and up-to-date.
- Data Entry and Verification:** Inputting data into Flydocs system and verifying the accuracy of the entered information
- Support Audits:** Assisting in internal and external audits by providing required documentation and ensuring all records are accessible and compliant.

### ACADEMIC QUALIFICATION

**Aeronautical Engineering** | SVIT VASAD | Aug 2019- Mar 2023

**Higher Secondary Education** | 2017 - 2019

### ADDITIONAL DETAILS

- Personal Details:** Gender: Male, Date of Birth: 25/09/2001, Nationality: Indian
- Languages:** English, Gujarati, Hindi, Marathi
- Software Skills:** Microsoft Office Suite, Customer Relationship Management (CRM) Software, ERP Systems & Aviation Industry-Specific.