Rupak

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Career Objective :

 To grow in a professionally managed organization by using my techno-commercial skills & Leadership quality for Procurement of Right material at Right time at Right price by closely coordinating with users’ and monitoring suppliers performance & developing new suppliers.

**Qualifications :**

* B. E. (Mech) from University of North Bengal , India in 1989.
* Graduate Diploma in Materials Management from Indian Institute of Materials Mngt. in 1996.

**Summary of total experiences (24yrs in Procurement/Import/ Logistics/Contracts):**

* Strategic Materials planning, organizing , controlling and implementing Organizations Purchasing & Logistics strategies, policies and procedures.
* Procurement & Inventory control of Imported Raw materials, Capital Equipment & Spare Parts , Liaison with C& F Agents , Customs Clearance , Bonding in Bonded Ware House, Maintaining of records of stock position of different items at Ware House and part clearance against monthly requirements, Opening of L/C, Remittance by T.T. / Swift .
* Logistics management including finalization of Transport contract , monitoring inward & outward movement of materials .
* Procurement & Inventory Control of Local Raw materials , Consumables , Packing materials, Vendor Development , Sub-contracting , Consolidation of purchase for volume discount , Legal Agreements & Contracts .
* Leading a team of Engineers & non-engineers for procurement of all items ( Raw materials ,

 Equipments & spares ) required for the projects .

* Continuously sourcing equivalent materials that are less expensive but conform to the specifications and are acceptable to the client, to build a healthy competitive environment and to prevent monopolization by any specific vendor(s).
* Legal Agreements & Contracts ,Contract review & negotiations and verification of claims.
* Evaluation of Contract and LC for the clauses related to shipping terms and documentation.
* Sale of scrap & obsolete items by E –Auction .

Details of Professional Experiences :

1. From July’2014 onwards

Company Name : Sendan International Company Ltd., Al Jubail , Saudi Arabia

Designation : Manager - Procurement

Nature of Business : Contractor of SABIC /SATORP / SAUDI ARAMCO

Responsibility **:**

* Procurement of Mechanical & Electrical items for different SABIC & SATORP Projects.
* Leading a team of engineers & non-engineers of five nationalities for procurement of Pipes , Valves , Fittings , Equipments and consumables .
* Managing more than 50 sub-contracts for different services .

Achievement :

* Development of Procurement Manual for improvement of Procurement activities .
* Meeting the Project deadline on 98% Project items by monitoring of Procurement progress & recruitment of few Procurement Engineers .
1. From May’2012 to April’2014

Company Name : Al Khalili Group, Muscat

Nature of Business : Contractor of Ministry of Health / Defense / PDO

Designation : Chief Procurement Officer ( Group Head – Procurement)

Responsibility **:**

* Define and implement the procurement policy for all the group companies i.e. Al Khalili United Enterprises LLC , Al Khalili Construction LLC , Al Khalili Special Projects LLC, Al Khalili Electrical LLC , Al Khalili Technology LLC , Al Khalili Oil & Gas Services LLC .
* Centralize all procurement activities of the different business in order to purchase larger amounts, at a better price without compromising on quality.
* Coordinate with the technical teams for setting of specifications.
* Collection of Compliance Report from suppliers and evaluating the offers Technically and commercially .
* Negotiate and finalise the Purchase Orders / contracts with the suppliers of construction materials i.e. HVAC, Plumbing, Drainage and Electrical and associated spare parts, Consumables as well as services .
* Drive, Manage and Support the Procurement Central Services Team in all aspects related to Project Procurement ( construction of Building , Hospitals , Warehouses ) and Supply Chain for the Group including Driving Procurement Best Practice, Innovative KPI Implementation, Strategic Negotiation .
* Manage the procurement teams in the various businesses and subsidiaries.
* Implemented an effective reporting system .
* Responsible for the group purchases, interaction with the QS Head , Construction Manager, CFO, the MEP Manager as well as General Managers of the various subsidiaries.
* Manage the relationships with the suppliers and continuously monitoring of vendor data base .

Achievement :

* Development of Scrap sale procedure for improvement of Procurement activities .
* Cost saving of 4% by developing alternative vendors for Project items .
* Release 20 new Rate / Service Contracts to maintain smoothness in operation .

Project Handled :

* Commercial & residential building for Public Authority for Social Insurance at Al Khuwair
* New Masirah Hospital Projects at South Sharquiah Region
1. From March’2010 to April’2012

Company Name : Al Turki Enterprises LLC, Muscat

Nature of Business : Contractor of Petroleum Development of Oman (PDO)

Designation : Head – Sourcing & Contracting for PDO ODC Project

Responsibility **:**

* Development and implementation of Procurement vision, mission and strategy (in close collaboration with business stakeholders ).
* Engaged in Managing procurement activities, such as purchasing, expediting, inspection and

 logistic for all projects items i.e. Pipes, Valves, Flanges, Fittings &Equipments as per PDO/

 Shell standards for ODC & EPC Projects .

* Responsible for resolving Procurement issues arising from vendors, projects and client etc.
* Timely delivery of items, negotiation of price and payment terms.
* Assigns, supervises, guides and controls all purchases by Buyers and Expeditors.
* Provides current market rates of materials to Proposal Managers for pricing the bids when required.
* Establish rate running contracts on attractive commercial terms, maximum credit limit and uninterrupted supplies to the projects when required.
* Supports or participates in contract negotiations as required.
* Ensures that relevant QA / QC procedures are followed.
* Provide reports to the management & projects and Ensures that procurement activities are conducted in a smooth and professional manner.

Achievement :

* I recruited the key Procurement people in Al Turki Enterprises , Muscat for the ODC Project of Petroleum Development Oman (PDO) and trained them to meet the requirement of PDO .
* Al Turki Enterprises became 2nd best PDO Contractor in terms of Procurement function.

Project Handled :

* PDO Projects : New Well (Extraction of Crude Oil) , Injecting Water in the Existing Crude
Wells , Re cycling the Injected Water again for the same purpose , Conversion , Flowline ,
NLP ( No Leak Policy) ,
* Nimr Water treatment Pipeline Project, Thuleilat Gas Pipeline replacement Project .
1. From January’2006 to March’2010

Company Name : ACC Ltd., Mumbai

Nature of Business : Manufacturing / Engineering company ( Part of Holcim, Switzerland)

Designation : Chief Manager - Procurement

Responsibility :

* Planning & Procurement of Raw Materials , Engg Spares, Consumables like Refractory Bricks, Conveyor Belts etc.
* Continuous investigation on opportunities to reduce cost of sourcing / purchasing operations.
* Annual Rate contracts for different items - Finalization of key Contract terms & Conditions.
* E- Procurement of consumables.
* To review current sources of supply and pursue new supplier development to avoid single source of supply , identifying new suppliers with lower rates .
* Ensuring total cost of ownership for materials and services giving optimum value for money including terms and conditions. Meeting and where possible exceeding budgeted cost reductions.
* To publish on a monthly basis relevant performance metrics.
* Efficiency improvements through identifying the bottlenecks and elimination of the same.
* Review all the discrepancies and escalate / discuss for a decision with management .

Achievement :

* Introduced E-procurement in ACC Ltd., Mumbai for their major consumable procurement and achieved a saving of 10% .
* Introduced distribution of “Factpack” for knowledge / experience sharing among the team members .
1. From Oct’2003 to Dec ‘ 2005

Company Name : Fenner (India) Ltd., Madurai ,

Nature of Business : More than 50 years old Manufacturing / Engineering company

Designation : Manager – Purchase

Responsibility :

* Planning & Procurement of Raw Materials (Imported & Indigenous) of manufacturing .
* Inventory Control of Raw Materials by ABC analysis .
* Independently responsible for preparing , checking and processing of documents for import

 Letter of Credit , Advance payment by T.T .

* Development & nurturing a world-class supply base for products & services that meet quality, service and cost goals necessary to maximize profit . Periodically evaluation of potential new suppliers that could add capability to the existing supply base or replace suppliers that are not performing up to expectations.
1. Feb’ 2002 to Sep’ 2003

Company Name : Boss Profiles Ltd., Chennai ,

Nature of Business : Manufacturing / Engineering company

Designation : Manager Purchase ,

Responsibility :

* Procurement & Inventory control of all incoming materials (Imported & Indigenous)

i.e. Raw Materials (Ukranian Clay & Chemicals) , Engg Spare Parts, Production consumables, Packing materials (different Corrugated Boxes, Thermocole Boxes & Ink) etc.

* To set up long term credit agreement with suppliers to the best advantages of BPL.
* Oversee the day-to-day operations of the procurement section to ensure products or

 services are acquired in a timely and cost effective manner .

* Contract and LC Evaluation for Shipping Annexure, Marine Insurance, Custom Clearance . Freight payment,
* Completion of Discharge in the allotted time to avoid any demurrage.
1. From May’ 98 to Feb’ 02

Company Name : UshaTeleHoist Ltd. , Kolkata ,

Nature of Business : More than 35 years old Manufacturing / Engineering company

Designation : Dy. Manager – Materials ,

Responsibility :

* Procurement of Carbon Steel Pipes/Tubes , Bars , Flats from overseas manufacturer .
* Maintaining inventory of Carbon Steel Pipes/Tubes required for different projects.
* Opening of Letter of Credit with Bank with all Techno-commercial terms & conditions ,

 release of advance / credit payment to the foreign suppliers .

* Finalization of Rate for Sea & Air with the International Freight Forwarders .
* Clearing of Imported consignments from Indian Customs Dept. through clearing Agents.
* Bonding in Bonded Ware House, Maintaining of records of stock position of different

 items at Bonded Ware House & part clearance against monthly requirements , Liaison

 with RBI , DGFT, C & F agents.

 (VII) From Jan’ 91 to May’ 98

Company Name : India Foils Ltd., Kolkata ,

Nature of Business : More than 100 years old Manufacturing / Engineering company

Designation : Assistant Manager – Purchase

Responsibility :

* Procurement & Inventory control of Production consumables & MRO from different local

 & outstation manufacturer to maintain continuity in Production .

* Procurement of different Engg items as per Engg. Drawings , vendor developments ,

 Sub-contracting .

* Cross-checking of specification of items in Materials Requisition with Engineering dept.
* Ensuring all the terms & conditions in Purchase Orders are in line with the management

 guideline .

* Responsible for ensuring that all purchases are appropriately approved .
* Build and develop relationship with key suppliers

Knowledge of Computers :

* Proficient in working in ERP / SAP environment .
* Proficient in Office 2000.