**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 experiences(26 yrs in Procurement & Contracts in Saudi,Oman & India)**

* Strategic Materials planning, organizing , controlling and implementing Organizations Purchasing & Logistics strategies, policies and procedures.
* Issue of technical specification and MTO / BOQ to the suppliers and subcontractors. Evaluating their offers technically and commercially. Selecting the most suitable supplier and subcontractors. Issuing Letter of Intent (LOI) / P.O. to the supplier and subcontractors and ensuring that they make technical submittals in time and as per the project requirements.
* Leading a team of Engineers & non-engineers for Pre-Tendering & Post-Tendering jobs i.e. all items (Mechanical, Electrical, Civil items, Equipment & Service) 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.
* Procurement of Imported & Indigenous Capital Equipment & Spare Parts . Liaison with C& F Agents , Customs Clearance , Opening of L/C, Remittance by T.T.
* Finalisation of Rates for NDT & TPI and fulfillment of QA/QC requirement .
* Processing of ITP ( Inspection Test Plan) for critical engineering equipments / components .
* Succeed to achieve many cost reduction 5-20%, done it by targets stating, analyzing product bill of material's cost breakdown, negotiating and good long win/win relationships with suppliers.

Details of Professional Experiences :

1. From April’2016 to Present

Company Name : ACC Ltd., Kolkata , India

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

Designation : Chief Manager - Procurement

Responsibility **:**

* Procurement of Mechanical items i.e. all types of **Fittings (CPVC,UPVC,C.I.,G.I.) Pipe, Piping Material, Stud Bolt, Fasteners, Toilet Partitions, Health Spa Equipments, Laundry Equipments, Kitchen Equipments, Fire Doors , Security & Surveillance equipment** etc.
* Procurement of all types of **Electricals (Wires,Switch & Sockets, MCBs etc )** for different infrastructure Projects at the remote Townships .
* Finalization of list of Long Lead items & ready stock items from BOQ and taking action according to lead time & Project requirement.
* Weekly meeting with Project team on Procurement progress of critical items .
* Finalisation of KPI for the procurement people .
* Ensuring total cost of ownership for materials and services giving optimum value for money including terms and conditions.
* Release of PO & WO as per budgeted cost in SAP .

Project Handled :

* Construction of Hospital for staff & local people in Jhinkpani , Jharkhand , India
* Construction of Staff quarters & Children Park in Jhinkpani , Jharkhand , India

1. From July’2014 to Feb’2016

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.
* Handling procurement for EPC projects from vendor selections, technical and commercial discussion, establishing of PO's, arranging and getting the items with third party Inspection .
* Leading a team of engineers & non-engineers of five nationalities for procurement of **Structural Steel, Carbon Steel Pipes , Valves , Fittings** , Equipments e.g. **Cranes, Portacabins, Generators, Compressors, Construction Equipments , Safety Items, Safety Boards, Safety Banners, Road Signs, Temporary Signs, Road Marking , Camp Items including furniture & fixtures** and consumables .
* Coordinated with Chinese factories and managed to get bulk orders for safety consumables to all projects and achieved a good amount of savings for the company.
* 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 .
* Reduction in PR-PO lead time by using Rate contracts for repetitive items .

Project Handled :

* Fire water supply Pipeline and Fire Protection system at Jubail Industrial Port-SATORP
* Pre-fabrication and Replacement of Pipeline in VCM 2014 TA for Petrokemya (SABIC)
* Removal and Re-installation of Refrigeration condenser at Ammonia Plant at Al-Bayroni (SABIC)
* LSTK Services for 8” GAN pipeline to ABS –PK at GAS (SABIC)

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.
* Heading the EPC / LSTK ( Lump Sum Trunkey ) Project Procurement team .
* 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 , various packages of LV & MV Switchgears , Transformers , Cables , Cable Trays , Structural steel , equipments e.g. Central Battery & PA Systems,** **Generators; Intercom, Busbar Riser , Audio / Video Conference Systems, CCTV Systems** , Consumables as well as services .
* Drive, Manage and Support the Procurement Central Services Team in all aspects related to Project Procurement 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 database .
* Reviewed Tender documents, Issued RFQ as per Approved Vendor List; Evaluated Techno-Commercially Quotations/ Clarifications/ Data Sheets/ Deviations against Tender Specification.

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 .
* Complete revamping of Vendor Database with the support of Project & QC people .

Project Handled :

* Commercial & residential building for Public Authority for Social Insurance at Al Khuwair
* New Masirah Hospital Project 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 / EPC 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. **Carbon Steel Pipes, Valves, Flanges, Fittings , HDPE**

**liner pipe, Liner sheet 1mm, HDPE stub ends, Roto lining of CS pipe spools &**

**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 / EPC Projects 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 , India

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

Designation : Chief Manager - Procurement

Responsibility :

* Procurement of Capital equipments , Mechanical , Electrical items , Consumables like steel plates / angles , chequered plates etc for “ Protection of Environment “ Projects .
* Arranging Technical Evaluation of Technical offers and release of P.O. on approved vendor .
* 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 .

Project Handled :

* Construction & Installation of 2nd Kiln in Cement Plant at Jhinkpani , Jharkhand , India
* Construction of Coal Washery at Jamul , Bargarh & Katni , India

1. From Oct’2003 to Dec ‘ 2005

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

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

Designation : Manager – Purchase

Responsibility :

* Planning & Procurement of Capital Equipments & Spares (Imported & Indigenous).
* 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 , India

Nature of Business : More than 20 years old Industrial / Engineering company

Designation : Manager Purchase ,

Responsibility :

* Procurement of Mechanical & Electrical items & consumables etc for construction of Industrial Kiln and R&D wing of BPL .
* Procurement of Racking system & equipments for Industrial Warehouse and R&D wing .
* 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 .

Project Handled :

* Construction & Installation of Industrial Kiln for Ceramic Tiles at Pondicherry , India
* Construction of Research & Development wing at Pondicherry , India

1. From May’ 98 to Feb’ 02

Company Name : UshaTeleHoist Ltd. , Kolkata , India

Nature of Business : More than 35 years old Industrial / 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 , India

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

Designation : Assistant Manager – Purchase

Responsibility :

* Procurement of Mechanical & Electrical items i.e. pipe fittings , electrical switchgears , cables & paints from local & outstation manufacturers for different Industrial expansion projects .
* 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

Project Handled :

* Construction of Al Foil Mill with Hydraulic pipelines inside the complex .
* Installation of 2nd Caster inside the existing complex .

Knowledge of Computers :

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