

**VANEET**

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**Middle Level Assignments: Project Planning & Scheduling /Relationship Building / Contract Management / Confidentiality Agreements /Cost Control & Management/Financial Analysis/Cost Estimation/Liaison with the authorities**

*“Goal-oriented professional offering end-to-end* ***Project Planning & Scheduling****,* ***Supply Chain Management****,* ***Contract Management, Relationship Building ,financial Analysis,Confidentiality Agreements , Estimation, Liaison with authorities*** *expertise that directly results in efficiency improvements & cost savings”*

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| **Skill Set**   * **Project Planning & Scheduling** * **Relationship Building** * **Financial Analysis** * **Liaison with Authorities** * **Budgeting & Cost Control** * **Contract Management** * **Confidentiality Agreements** * **Conflict Resolution** * **Planning & Scheduling** * **Cost Estimation , Cost Control** * **Team Management** | **Summary**   * Versatile, high-energy professional with over 12 years of experience providing commercial and project management support to ensure commercial interest are optimized for the business. * Delivered commercial support to Project Management throughout contract delivery cycles advising on project control cycles advising on project control variations and commercial consideration of managing project. * Successfully completed M.Sc. (Logistics and Supply Chain Management) from University of Bedfordshire, United Kingdom in 2015. * Competent in managing contracts involving requirement analysis, Contract awards, execution & management to ensure timely completion of projects.      * Expertise in negotiation with the suppliers & contractors to clarify contract, delivery, term of payment and other issues to optimize cost delivery time and conditions. * Proficient in devising & implementing various innovative procurement processes / procedures; skills in creating vision for objective and translating ideas into clear & actionable business requirements & recommendations. * Skilled in building & maintaining vendor/contractor relations, evaluating vendors/Contractors, managing buyer/client processes and reports analysis. Established and Maintained client relationships. * Exposure in devising & implementing various innovative supply chain processes / procedures, Cost Estimation & control, BOQ Preparations, Verification of Running Bill ; skills in creating vision for objective and translating ideas into project requirements & recommendations. * An innovative & result-oriented professional with good knowledge planning , monitoring and controlling resources required for projects , planning, communication, interpersonal & negotiation skills |

**Experience**

**Feb’09 – Aug’14 Wave Group, Noida, Uttar Pradesh as Sr. Manager**

* Managed contracts of construction projects including evaluation of contractors, acquiring permits & approval, submitting bids, contract preparation, managing contract documentation, scheduling, overseeing contracts executions & operations. Monitored & ensured timely completion of awarded contracts & delivery of all required materials, components and equipment.
* Support Project Managers for monitoring the budget and fund for on-hand projects through monthly cash flow reports, Reviewed & analyzed statement of work and project plans for defining the products & services specifications; determining contract parameters including cost of contract, creation of performance-based criteria and solicitation of bids.
* Analysed, identified & acquired best materials to meet the construction requirements within the defined timeline and allocated budget.
* Conducted thorough research for identifying alternate items for the company to provide better options to select from
* Formulated & implemented sourcing strategies for managing commodity cost initiatives. Scheduled subcontractors and developed criteria for subcontractors, Secured optimum market pricing for subcontract work with 95% accuracy in purchase order processing & Created quality tender documentation and presented the same to the management.
* Liaised with the suppliers for negotiating the prices of the materials, components and equipment, Interfaced with the vendors /suppliers and contractors for resolving the disputes, claims and conflicts. Collected, tracked & analyzed data basis the project budgets, time schedule and variances of ad-hoc reports.
* Gathered, compiled, analyzed and evaluated data on countywide purchasing patterns for analysing the purchasing trends and compliance issues

**Highlights:**

* Successfully conducted complex cost-price and total cost of ownership analysis that helped in identifying potential cost savings by 20%, Created and Implemented approval matrix along with TAT within the organization.
* Played a key role in improving the product delivery by integrated strategic approach to purchasing and logistics management (Supply chain management). This strategy involves supplier evaluation, Supplier performance, Management Attitude and other attributes of supply chain.
* Merit of receiving Performance Award in 2011 for best performer with regards to achieving desired results, Effective communication in order to control and manage the vendors. Effective and sound coordination with Marketing & Project team.
* Developed & implemented Min-Max Inventory levels initiatives to streamline the inventory function.

**Apr’06 – Jan’09 JMD Limited, Gurgaon as Sr. Executive**

*Engage in construction and development of Real Estate Projects and Commercial Mall*

**Role:**

* Spearheaded the development & implementation of key purchases, procurement strategies, contingency plans and ensuring that plans are aligned with the project requirements, Managed floating of enquiries, obtained commercial & technical details and conducted evaluation of offers.
* Conducted detailed analysis of PCC for identifying alternatives that can benefit both parties and result in a better negotiated contract, Monitored & ensuring all the details & correspondence are accurate before presenting the same to the concerned authority for obtaining the approval.
* Ensured timely placement of orders and managed supply/demand alignment, material replenishment and supplier performance, created quotes for the contracts and modified the same in coordination with the vendors forreducing approval lead time from 3 weeks to 2 weeks.
* Liaised with the vendors and shipping business partners for reducing shipping discrepancies, engaged in the processing of the invoices; followed up with account payables for ensuring invoices are paid on time

**Apr’01- Mar’06 Stella Industries Limited, Gurgaon as Executive**

**Role:**

* Created purchase orders and updated & documented the records as per ISO norms
* Managed processing of purchase orders and sending them to suppliers as per the instruction of Purchase Manager
* Documented & updated the details of the vendors including supplier information forms and other details
* Interfaced with the suppliers for ensuring timely delivery

**Academic Details**

* M.Sc. (Logistics and Supply Chain Management) from University of Bedfordshire, United Kingdom in 2015
* Executive MBA (Construction Management) from Karnataka State Open University in 2013
* Graduation (B.A.) from CMJ University, 2012

**Personal Details**

Languages Known: Hindi, English & Punjabi