**GAURAV**

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**PROFESSIONAL SYNOPSIS**

* An accomplished Engineering professional having **12 years** of work experience in Supply Chain Management with expertise in Strategic Global Sourcing, Purchasing, Contracts Management, Vendor Management, Inventory Management and Logistics Management related functions.
* Combining over **8 years** of international exposure in various Supply Chain - Materials Management functions for Oil & Gas Sector and Electrical Manufacturing Industries **in Gulf (GCC) country**.
* Core competence in Material Resource Planning and Global Sourcing for cost effective Procurement as well as developing qualitative & potential Vendor network.
* A hard-core negotiator with strong background in concluding legal Contracts & Agreements on best techno-commercial terms.
* Diligent and resourceful professional with expertise in devising measures for enhancing operational efficiency through implementation of new systems and streamlining existing Procurement, Inventory Management, Vendor Management and Logistics Operations systems.
* Hands on experience in SAP ERP MM/PP modules & Oracle ERP systems.
* Hands on experience in carrying out Value Engineering activities for improving quality and reducing cost of materials procured.
* Striking capabilities in driving cost reduction initiatives to generate sharp competitive advantage.
* Demonstrated leadership skills and abilities to work in constantly changing environment and deliver timely results based on the goals and key performance indicators.
* Astute leader with ability to train and motivate team to achieve goals by amicable & persuasive personality, character and professionalism and effective communication skills.
* Exceptional analytical and co-ordination skills, people management and deep understanding of the Gulf, Indian and Overseas business culture and the ability to work in highly diverse environments with people from varied backgrounds.

**ORGANISATIONAL EXPERIENCE**

**Employer: National Gas & Industrialization Company (GASCO), Kingdom of Saudi Arabia**

**Company Overview:** National Gas and Industrial Co. (GASCO) was incorporated in 1963 via the merger of NationalGas Company in Dammam and its two branches in Riyadh and Jeddah together with Saudi manufacturing and Gas Company in Riyadh and its branches in Dammam.

The main activity of the company is transportation, filling and marketing LPG, which consists of both butane and propane gases or butane or propane separately. The company activity also include marketing cylinders, empty tanks, related spare parts and tank transportation equipment to consumer sites. The activity also includes all uses of gases e.g. residential, industrial, agricultural, or commercial purposes. In order to achieve this objective, the company owns many filling stations, remarkable transportation, and distribution fleet. The extensive list of GASCO stakeholders includes Saudi Government Ministries like Ministry of Interior, Ministry of Commerce & Industry, Ministry of Petroleum & Minerals, Ministry of Labor, Kingdom Municipalities etc.

The company aims through its strategic plan to develop a new and different vision for the company by moving from provision of LPG services to more comprehensive services and through the provision of innovative, diverse and advanced energy services.

**Job Title: Strategic Procurement Lead**

**Duration: May’ 2015 onwards**

**Job Responsibilities:**

* Reporting to the Director of Procurement and responsible for all the strategic procurement activities relevant to the seven (7) different LPG filling plants of GASCO in KSA.
* Managing all procurement activities related to several Engineering & Management Consultancy projects, EPC & MEP Projects, Services & Supplies for various Operation, Maintenance & Administration areas in domain.
* Pre-Qualification of consultants, vendors, contractors and sub-contractors to assess their experience, qualifications and resources prior to a formal competitive process by quantitative assessment. Thus developing a list of qualified bidders who will receive the invitation-to-bid (ITB) documents.
* Managing complete pre-award contract activities with an emphasis on pre-qualification and commercial bid evaluation, request for proposals, short listing of bidders, negotiating, drafting and placement of contract award wherein major duties & responsibilities are;
  + Preparing Bidder List report for higher management approval by evaluating and recommending potential consultants, vendors, contractors and sub-contractors.
  + Preparing tendering documents and relative correspondences as RFP, RFQ and floating it to approved bidders.
  + Replying to bidders queries to ensure that all data required for tendering are available and clear.
  + Receive and analyze vendor offers comparing to specifications and cost budget. Conducting commercial Evaluations and Benchmarking.
  + Negotiating with vendors the prices and contract conditions in order to meet projects constrains such as quality, time, scope, cash flow and budget.
  + Recommending the most acceptable offer or supplier by issuing the bid summary and technical compliance statement.
  + Establishing Contracts, subcontracts and supply agreements with the shortlisted bidder.
  + Preparing all MIS reports, correspondences and schedules related to procurement and tendering issues.
* Managing all Post-award contract management and administration activities in the areas of contract variation, renewals, termination.
* Coordinating with internal users/business units to support all activities and processes by applying contract management best-practice tools and techniques, in accordance with standards and procedures.
* Leading a functional team of eight (8) professional engineers & buyers to achieve assigned Procurement targets.
* Responsible to cater the requirements of materials, equipment, spare parts including various maintenance & operational services for GASCO, as per project standard technical specifications and best industry practices.
* To source, negotiate and leverage legal contracts & agreements with global suppliers who meet the company’s requirements to secure the most favorable terms of business for the company.
* To ensure materials & services for projects & plants are procured well within budget and delivered on a timely basis to meet work requirements.
* Managing Strategic Global Sourcing activities in order to minimize single sources, developing alternate sources, avoiding stock out situations and achieving ‘On Time Delivery’ of 90-95%.
* Identified and successfully developed several new & alternate vendor sources for cost effective procurement of materials, equipment and services.
* Successfully achieved direct savings of $ 10 Million in materials & service costs during FY’2016 and $ 4.0 Million in a short time span of 5 months in FY’2015.
* Evaluating the performance of vendors and accordingly develop them to reach company’s benchmarked requirements.
* Participating in setting the objectives, goals and strategies for Supply Chain department, and coordinate and evaluate Strategic Planning to achieve the strategic goals of Procurement, Services in order to meet the objectives of the company.
* Evaluating business opportunities to maximize cost savings, providing the required quality and services and the greatest supplier capabilities.
* Identifying potential problems related to materials & services for the projects and recommends suitable remedial actions as per applicable Contract & Agreement Terms & Conditions.
* Performing market studies and price forecasting and achieves annual cost savings targets of local & foreign purchases and drive procurement best practices and procedures.
* To review, update, improve and maintain the Procurement Policy & Procedures, and to ensure that the respective staff are abiding to the rules and regulations.
* To build & train up a coherent, competent and qualified procurement team in a secure and ethical environment and ensure its continuous efficient performance.

**Employer: Alfanar Electrical Systems, Kingdom of Saudi Arabia an ISO 9001:2008 certified company**

**Group & Division Overview:** Alfanar Electric is the industrial arm of Alfanar Group of Companies, a versatile grouphead quartered in Riyadh, Saudi Arabia. This group operates various construction and manufacturing businesses, design & development centers and is a host of various facilities in Middle East and other countries. Alfanar is involved in:

* Electrical, Electromechanical and Civil Engineering Construction
* Manufacturing and Marketing Electrical Construction Products
* Allied Engineering Services

Alfanar Electric division is into core manufacturing of variety of low, medium and high voltage electrical construction products. Extensive product list includes Circuit Breakers, Load Centers, Low voltage power & control systems, Medium Voltage Systems, CB enclosures & Bus Bar chambers, Substation Automation panels, Distribution Boards, Metal & Modular enclosures, Distribution Transformers, Cable & Wires etc.

**Job Title: Purchase Section Manager**

**Duration: June’ 2013 to May’2015**

**Job Responsibilities:**

* Managing overall Purchasing & Procurement activities for Raw Materials required in core manufacturing of LV and MV Switchgear devices including Load Centers, Low voltage power & control systems, Medium voltage

Systems, CB enclosures & Bus Bar chambers, Substation Automation panels, Distribution Boards, Metal & Modular enclosures, Distribution & Power Transformers, Circuit breakers, Cables & Wires etc. for 7 different manufacturing units of Alfanar.

* Responsible for Sourcing & Purchasing of qualitative & cost effective raw materials from round the globe.
* Extensive list of materials being handled includes several Ferrous, Non-Ferrous and Precious Metals & Alloys viz. Copper Busbars, Copper Rods, Copper coils, Copper strips, Copper tape, Copper sheets, Copper Foils, Inlay strips, Brass strips, Bronze strips, Aluminum Sheets, Aluminum Rods, Aluminum tape, Alu-Zinc sheets & coils, EG sheets & coils, GI sheets & coils, CRGO sheets & coils, CRMS coils, Steel SS/MS/HR (Bars, Angles, Channels, Rod, Sheets), CRCA, ACSR, Galvanized Steel Tape, Galvanized Steel wire, Lead alloy, Silver, Tin & Zinc anodes, Metal Pressed components, CKD & SKD assemblies, LV & MV circuit breakers & accessories, Special LAN, Coaxial & Telephone Cables, Radiators, Tanks & Tank fabrication parts, various Sensing & control devices, various Measuring & display devices and many more.
* Reporting to the Executive Manager of Supply Chain and managing core procurement activities for Metals & Breakers and Custom Built Commodities - Purchasing groups with cross-functional team of eighteen (18) professional engineers & buyers and managing over USD 500M in annual procurement spend.
* Representing company in negotiating & finalizing Annual/Semi-annual Contracts with approved suppliers.
* Managing all LME metal bookings & hedging activities for Copper, Aluminum and Lead requirements.
* Strong negotiations with suppliers for improved pricing, payment terms, incoterms, delivery schedules & product quality to ensure that target prices, company’s terms and conditions are met.
* Successfully achieved overall saving of $ 6.8 Million in materials cost during FY’2014, $ 6 Million during FY’2013 and $ 7 Million during FY’2012. A projected saving of $ 8.0 Million was assured by self in FY’2015.
* Successfully changed payment terms from L/C to TT (open credit) with several global & local suppliers for different commodities. Thus reducing direct unit cost in terms of high bank charges, improved retention of ‘cash in hand’ with more number of credit days, minimizations of risk of demurrage & detention and facilitating ease in order processing & documents follow up for buyers.
* To review, approve & release purchase orders in SAP prepared by purchasing engineers & officers, ensuring accuracy, optimum delivery, pricing and ascertaining that orders are adhering company’s policy & procedures.
* To review and approve supplier’s payments process such as Advance Payment, L/C, IBC/CAD etc.
* Regular coordination with Logistic team for day-today shipping & clearance requests, exemption & tariff requirements beside keeping a deep knowledge of KSA Customs, Shipping & Clearance policies & legal requirements related to purchasing process & shipping documentation.
* Continuously monitoring, evaluating and improving supplier performance and ratings.
* Responsible to finite single sources, avoiding stock out situations and achieving ‘On Time Delivery’ of 97% minimum. Successfully identified and developed several alternate & new vendor sources for cost effective procurement of materials.
* To review purchase order claims and contracts for conformance to company policy.
* To resolve vendor’s grievances and claims against supplies, payments, rejections etc. thus maintaining good and healthy relationships with all local and international suppliers.
* Developing with purchasing team the key sourcing & negotiation strategies to achieve short and long term savings targets.
* Ensuring that the purchased items conform to National and/or International standards and the applicable laws and taxes are adhered to by the vendor / suppliers in every transaction.
* Heading up inter department meetings, preparation and presentation of purchase reports, providing information to identify purchasing requirements, establishing business plans and performance objectives, and reporting for performance against plan and business objectives.
* Preparing Monthly and Yearly MIS reports to identify purchasing requirements, establishing business plans and performance objectives, and reporting for performance against plan and business objectives.

**Employer: Alfanar Electrical Systems, Kingdom of Saudi Arabia**

**Job Title: Lead Engineer – Procurement**

**Duration: August’ 2011 to June’2013**

**Job Responsibilities:**

* Purchasing of qualitative and cost effective raw materials required in core manufacturing of LV and MV Switchgear devices like all kinds of Metals & Alloys, Breakers, Control & Measuring devices, Knock down assemblies, Bought out parts etc. for Metals & Breakers and Custom Built commodity purchasing groups.
* Reporting to the Procurement Manager and leading a procurement functional team of ten (10) professional engineers & buyers and coordinating with all business units for procurement related activities so as to achieve procurement decisions, which deliver the highest quality, reliability, and value to meet requirements through the development of strong business relationships and strategic alliances.
* To analyze and evaluate all purchasing requisitions & drawings so as to ensure clarity and completeness in description of material and equipment to be ordered.
* To prepare and issue RFQs to qualified vendors those are in companies approved vendor list.
* To prepare Comparative sheets for the offers received in order to analyze & determine the best cost-efficient vendor in terms of specs, price, payment, delivery schedules and mode of transportation.
* To create purchase orders in SAP and after their approval from higher management, place to best cost-efficient vendors located either nationally or internationally.
* To reviews and approve purchase order placement of purchasing assistants for accuracy and optimum delivery & pricing.
* To prepare supplier’s payments process such as, L/C, Advance Payments, CAD etc.
* To coordinate closely with Logistics for shipping arrangement viz. Sea Freight, Air Freight, Express courier services etc.
* To coordinate with QA/QC for inspection of materials and ensuring closure of any NCRs if generated, within minimum time interval.
* To coordinate with Warehouse for Material receiving, GR posting in SAP, storage of materials and resolving any issue related to Short & Excess receipts of materials.
* To coordinate with Accounts & Finance for vendor invoices & due payment release follow ups.
* Tight communication and follow up with all local and international suppliers for purchase orders placed & their delivery schedules so as to ensure on time material availability thus avoiding stock out situations.
* Actively attending all internal product development meetings to identify new product demands, schedules, procurement needs, and forecast requirements etc. so as to order products/parts thus meeting sales demands within laid time frame.

**Employer: Alfanar Electrical Systems, Kingdom of Saudi Arabia**

**Job Title: Engineer – Procurement & Vendor Development**

**Duration: September’ 2010 to August’2011**

**Job Responsibilities:**

* Reporting to the Business Unit Head and responsible for overall Procurement Planning & New Vendor Development activities for Switchgear Manufacturing Unit.
* Investigation and development of new and/or alternate cost effective, potential and quality suppliers for new and existing projects & their subsequent products.
* Analyzing technical data, designs, preliminary specifications, manufacturing limitations, supplier facilities, and availability of parts and equipment.
* Assuring suppliers clearly understands the new products & parts, its engineering specification, quality, program timing and submission requirements. Technical assistance to vendors in selection of material grades and process.
* Responsible for finalization of techno-commercial terms and business deals with newly developed and existing international suppliers through rigorous negotiations, technical discussions, factory visits etc.
* To hold technical discussions with suppliers to identify and implement improvements in products and processes.
* To liaise between QA inspection and supplier‘s QA inspection regarding consistency of inspection methods for supplied products/parts.
* To determine roots cause of supplier quality problems and coordinate/implement effective and timely resolutions.
* Value Engineering and Analyzing Cost Reduction activities for the products and its child parts developed. Accordingly performing new and updating existing product costing.
* To perform cost control exercises as an ongoing process through standardization of materials etc. Standardization of components, material grades in coordination with Design Dept.
* Achieved a progressive annual savings to the tune of $ 300K through direct procurement of Polyamide Resin from DSM Netherland.
* Achieved direct cost savings of $ 400K per annum by developing new alternate sources for plated Copper Plug in terminals being used as outgoing terminals in American type LV circuit breakers.
* Successfully developed around 50 new suppliers from round the globe for complete project of new 10 KA LV breakers, a new product development.
* Suppliers developed were highly qualitative & cost effective, achieved a potential saving of $ 7 Million per annum in this project.
* Close coordination with Design, IED & QA/QC for all core activities related to new product development and its specifications & performance test requirements to facilitate qualitative procurement of parts and equipment.
* Co-ordination with Accounts for the timely release of payment for the new suppliers developed for the new product.
* Stringent workings with supplier for his production readiness, ramp up plan, production and shipping plan so as to be in line with the in-house requirement. Quality and delivery performance monitoring, communication, risk identification and escalation to drive correction before impacting Alfanar.

**Employer: Alfanar Electrical Systems, Kingdom of Saudi Arabia**

**Job Title: Engineer – Planning**

**Duration: September’ 2009 to September’2010**

**Job Responsibilities:**

* Reporting to the Business Unit Head and managing all Material Planning activities for Switchgear Manufacturing Unit.
* Material planning in SAP SCM-MM module for standard & Non-standard items required for production of MCB, MCCB & ACB keeping in view the material master parameters like Minimum-Maximum inventory levels, Safety stocks, Lead time, Minimum order quantity etc.
* Classifying inventory into ABC category, obsolete, slow-moving and non-moving category & working towards optimization of inventory.
* Creation of Purchase Requisitions in SAP on the basis of material master data & planning parameters within the time frame.
* Creation of Production Orders in SAP on monthly basis or daily basis within the time frame.
* Responsible for issuance of documents like Master Planning, MRP Reports, SAP Purchase Requisitions, SAP Production Orders & Order confirmation with delivery schedules to the concerned customer.
* Capacity planning for various in-house components as well as for outsourced components with respect to rolling & confirmed production plans.
* Follow up with Production dept to analyze daily production activities and daily production status and to coordinate between Customer & Production.
* Co-ordination with Purchase, Logistics, Main Stores & Quality for materials thus ensuring smooth flow of material to achieve the planned targets.
* Close co-ordination with Marketing and Export dept for their monthly requirements and priorities.
* Heading up every day Production Stand-up meeting and Weekly Production & Material Meeting.
* Responsible for organizing periodical inventory reports in coordination with Accounts department.
* Coordination with various departments like QA/QC and Stores for material inspection and follow up.
* Carrying out the activities smoothly as per the existing system and making new systems for handling & resolving various day today problems related to planning and manufacturing processes.

**Employer: Indo Asian Fusegear Ltd, India an ISO 9001:2000 certified company**

**Group & Division Overview**: Indo Asian Fusegear Limited, a core part of **Legrand, a French Industrial group** isone of the leading manufacturers of quality LV & MV Switchgears, Wires & cables and Lighting products in India. Possesses valued joint venture partnership with major world leaders like Wickmann Werke, Kopp, Lovato, Simon, and Haussmann. Products of this group are proudly accepted in Asian, European and Middle East countries. Panoptic list of its product includes varieties of Circuit Breakers, Feeder Pillars, LT/HT Panels, PCC/MCC, Distribution Boards, Special Distribution Boards, AC Box, Changeover/Rewirable Switches, Cut outs, HRC Fuses, Fuse Strips, Contactor & Relays, Lamps, Luminaires & Accessories, Modular Plate Switches, FR PVC Wires & Cables, and Single Phase Energy Meter etc.

**Broad Exposure of Work Experience in: Switchgear and Sheet Metal divisions** that are into **core manufacturing** of Miniature Circuit Breakers (MCBs), Molded Case Circuit Breakers (MCCBs), Residual CurrentCircuit Breakers (RCCBs), Air Circuit Breakers (ACBs), Switching Isolators, Feeder Pillars, LT/HT Panels, PCC/MCC, Distribution Boards, Special Distribution Boards, AC Box, Changeover/Rewirable Switches, Cut outs etc.

**Employer: Indo Asian Fusegear Ltd, Haridwar, India**

**Job Title: Assistant Manager– Procurement & Planning**

**Duration: July’ 2006 to September’2009**

**Job Responsibilities:**

* Reporting to the General Manager of Plant and responsible for all Procurement & Planning activities of Materials for Switchgear manufacturing & Sheet Metal plants.
* Managing complete Planning & Procurement cycle starting from PR to PO to GR for bought out items.
* Managing a cross-functional team of Procurement & Planning dept, consisting of eight (8) professional engineers & officers to achieve department’s assigned KPIs & targets.
* Supervising team for preparation of Master Production Schedule (MPS) for each coming months.
* Responsible for preparation of accurate Material Requirement Plan (MRP) for each coming months keeping in view Store stocks, MIL, Sale Plan, Manpower and Machine.
* Negotiating and formulating annual/semi-annual contracts with approved suppliers.
* Evaluating supplier’s offers based on price, technical compliance, to make sure it is meeting companies RFQ requirements, quality, and delivery period.
* To reviews and approve purchase orders prepared by team for accuracy and best delivery & pricing.
* Plan & direct the activities of planners and buyers involved in planning & purchasing of materials, products, equipment and services.
* Meetings with vendors to negotiate for improved pricing, product quality and delivery.
* Evaluating and improving supplier performance & ratings based upon Quality, Delivery, Price and Services criteria.
* Coordination with various departments like QA, Stores and Logistics for materials follow-up.
* Responsible for controlling Work in Process (WIP), Inventory analysis & control.
* New and existing product costing and updating the product costs in co-ordination with accounts dept.
* Classifying inventory into ABC category, obsolete, slow-moving and non-moving category & working towards optimization of inventory.
* Consumption analysis of materials in order to check excess material consumption and hence controlling it by preparing Work Orders and Job Tickets on daily and weekly basis.
* Guiding purchase assistants to maintain records of goods ordered & received and to define, measure, and achieve measurement metrics to track progress and benefits of project.
* Build & training up a competent and qualified professional team to ensure its continuous efficient performance.
* Ensuring proper Material Handling, Storage, Identification and Traceability in liaison with Warehouse.
* To dispose-off Obsolete and Nonmoving inventory.
* Preparation of Daily, Monthly and Yearly MIS reports & maintaining required documentation and files as per ISO requirements.

**Employer: Indo Asian Fusegear Ltd, Jalandhar, India**

**Job Title: Engineer – Procurement & Planning**

**Duration: August’ 2005 to July’2006**

**Job Responsibilities:**

* Reporting to the Plant Head.
* To prepare Master Production Schedule (MPS) and Material Requirement Plan (MRP) for each coming months.
* To prepare and issue RFQs to qualified & approved suppliers of company.
* To create & issue Purchase Orders to best competitive vendors after approvals.
* Stringent negotiations with suppliers to improve pricing & delivery schedules of supplies.
* Coordinating with management in negotiations & drafting of annual/semi-annual contracts with suppliers.
* Daily communication and close follow up with both local & foreign suppliers for delivery schedules of materials for purchase orders placed.
* Close coordination with Logistics, Stores & Quality dept. for materials thus ensuring smooth flow of material to achieve the planned targets.
* To coordinate with Inter unit branches for materials follow up & reconciliation.
* Ensuring proper Material Handling, Storage, Identification and Traceability.
* Classifying inventory into ABC category, obsolete, slow-moving and non-moving category & working towards optimization of inventory.
* To calculate and control Work in Process (WIP).
* Consumption analysis of materials to check excess material consumption.

**QUALIFICATIONS**

* B. Tech in Electrical Engineering with first division from Uttar Pradesh Technical University, India in 2005.
* Senior Secondary Certificate Examination with first division from CBSE Board, India in 2000.
* Secondary Certificate Examination with first division from CBSE Board, India in 1998.

**COMPUTER SKILLS**

* Work experience in SAP- Material Management platform under SCM module.
* Working experience in ORACLE ERP System.
* Working knowledge in ERP – NAVISION & ERP – NEWTON Systems.
* Well versed in MS Office suit and Open office org.
* Well versed in mailing system like Outlook Express & Thunder Bird and Internet.

**NOTICE PERIOD**

* 30 Days from the date of receiving confirmed offer letter.

I hereby declare that all the particulars given above are true and correct to the best of my knowledge and belief.