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Date of Birth: **24th September 1977**

**Job Objective:**   
To secure a position that will provide the opportunity to utilize my purchase and engineering experience in support of the organization’s goals of reducing expenses and providing superior customer service to both internal and external customers

**Total Years of Experience: 14** years in **EPC in GAS /STEEL/CEMENT/ CONSTRUCTION / TELECOM**

**Current Location: Mumbai**

**Location Preference: Anywhere**

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| **Educational Qualification** | | | |
| Qualification | Passed In | University / Board | Result |
| **B.E. - Production** | **1999** | **N.M.U. , Jalgaon** | **First Class with Distinction** |
| H.S.C. | 1995 | Nasik Board | Distinction |
| S.S.C. | 1993 | Pune University | Distinction |

**Summary of Skills and Experience**

A dynamic professional with around 14 years' rich experience in Procurement / Supply Chain Management/ Contracts / Logistics including vendor development, Materials management, Material Planning for projects & manufacturing industries & contracts finalization & execution.

**IT Skills**

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| **Skill Type** | **Skill Name** |
| Tools/Others | AUTOCAD, Flash, Photoshop, HTML, DHTML, JavaScript. |
| OS | WINDOWS 2000 , XP |
| TOOLS | MS Office 2000, Handsome Knowledge of My SAP SRM / SAP MM Module. |

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| **Broad Performance Roles** |
| **Vendor Management / Sourcing / contracts finalisation:** |
| Formulate, communicate & implement sourcing strategically. Identify suppliers, communicate company’s expectations to suppliers, conduct supplier audit / visits and performance reviews to develop and continuously improve supply base. Negotiate with suppliers & make sourcing decisions based on overall cost and benefit including price, freight, flexibility, service, performance, quality, lead time and credit terms. Frequently negotiate with suppliers, capitalize on cost reduction opportunities. Performance assessment of suppliers based on various criterion such as quality , data support, timely delivery, packaging, corrective actions & improvements etc. Address and resolve recurring or critical issues by utilizing corrective action tools and additional resources. Ensure optimal size of vendor base in accordance with departmental objectives, rationalize vendors. Analyze material spend & take corrective actions on a continuous basis to fulfill material cost reduction targets Provide support to Supply Modules for ensuring smooth & uninterrupted supplies from vendors by de-bottlenecking wherever required |
| **Supply Chain Management (SCM):** |
| Developed a cordial relation and strong internal/external communication with vendors (Outside partners). Ensured business objectives of the company from time to time and to share the same through out the supply chain and encouraged the responses from the vendors. Scheduled dispatches to monitor information online. |
| **Material Management** |
| Helped in planning guaranteed material availability based on projection of production volume as per business plan. This involved monitoring of stocks and requirement based on production volume for the month and in particular the automatic creation of procurement proposals for purchasing. Calculated the safety stock and the reorder level based on lead time, expertise and previous experience. Created purchase orders for materials and services, created vendor master records, created and maintained procurement contracts and request for quotes for identifying new vendors that might qualify as potential future suppliers. |
| **Inventory Management** |
| Scheduled materials for minimization of stock level and minimize the storage space. Maintained consumption of existing stock on FIFO basis (First In First Out) to avoid dead stock. Developed online information about WIP & MIT. Minimized lead time, by way of long term planning of vendors manufacturing facility near factory. Developed single source concept for thrust on enhanced vendor responsibility and maximum benefit on business increase. |
| **MIS Reporting** |
| Generated MIS reports to top management to expedite strategic decision making procedure.   |  |  |  | | --- | --- | --- | | **Work Experience** | | | |  |  |  | | **From Nov 2014** | **BESIX : LLC Dubai** | | |  |  |  | | **Procurement Engineer** | Reporting to HOD Purchase | | |  |  |  | | Job Profile:  Ensuring timely procurement for Construction projects as per project schedules for Building material, chemicals , finishes, flooring furniture etc. Contract finalization for construction companies. | | |  |  |  |  | | --- | --- | --- | | **Work Experience** | | | |  |  |  | | **From Dec. 2010** | **Energy Ltd** | | |  |  |  | | **Sr. Manager -Procurement** | Reporting to Director | | |  |  |  | | Job Profile:  Ensuring timely procurement for Oil & Gas EPC projects as per projects schedules for mechanical, electrical & instrumentation items. Contract finalization for EPC companies. | | | |

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| **May 09 to Dec 10** | **Communications Ltd.** | |
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| **Sr. Manager : Materials** | Reporting to VP | |
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| Job Profile:  Ensured timely procurement of Materials, Logistic support and Ensure timely availability of Materials on PAN India basis to support the network operations.  Estimated and monitored the Materials budget, Procurement of materials – Material Budgeted Value is of 142Cr per Anum for O&M.  Ensured timely awarding & execution of Comprehensive AMCs, Non Comprehensive AMCs – Contracts Value is about 185Cr per Anum for O&M.  Provided Fuel Support to all the DG sets (42000 Nos) operating in BTSs & MCNs – Total Fuel Costing is of approximately 800Cr per Anum for O&M.  Coordinated with NWH / SWH / Maintenance Point stores / MSL’s / City Stores / CMP’s / Project Stores for various activities related to Materials & Contracts function.  Established processes and procedures for all above and monitoring compliance to same. | | |

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| **September 08 to April 09** | **Industreis Ltd.** | |
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| **Dy. manager Purchase** | Reporting to AGM Purchase | |
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| **Job Profile:**  Responsible for issuing contracts for equipment hiring, material handling etc. Responsible for project procurement like Steel, Rails & track maintenance itemsprocurement, vendor development, vendor quality audits, price negotiation & contract management.  **Conducting E Actions for procurement.** | | |

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| **April 2005 to Septembet 08** | **Cements Ltd. Andheri , Mumbai** | |
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| **Sr. Purchase Officer** | Reporting to Sr. Manager | |
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| **Job Profile:**  Responsible for **Steel & Rails & track maintenance items** procurement, vendor development, vendor quality audits, price negotiation & contract management.  Coordinating with Government parties like SAIL, RINL, IISCO, TISCO & Pvt. Suppliers like Jindal & Lloyds Steel Ltd. & other local traders.  Follow ups for deliveries & implementation of cost curtailment techniques. .  ERP MIS Reports generation. | | |

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| **July 2003 to March 05** | Concepts Pvt. Ltd Lower Parel, Mumbai | |
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| **Asst. Manager : Purchase** | Reporting to Purchase Manager. | |
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| **Job Profile:**  Responsible for planning and direct materials procurement, vendor development including vendor quality audits, price negotiation, contract management.  Coordinating with printers and advertising agencies for labels, Promotional materials, Profiles, catalogues, stationeries & different printing needs.  To liaison with marketing to know the critical shortages and ensure supplies to clear pending orders.  Developing quality vendor sources for achieving cost effective purchases and reduction in delivery time.  Working in close coordination with internal customers/ vendors to develop in time supply schedules. Managing cross functional coordination between vendors and warehouse for ensuring on-time deliveries of finished products. Negotiating with vendors / transporters for cost effective and assured/ firm delivery transport solutions and clearances.  Responsible for effective inventory control.  Budgeting and planning the funds for procurement and sourcing of materials ensuring optimum utilization of materials & maximum cost savings.  Development and maintenance of Purchasing Procedures, guidelines & policies along with key metrics for the function.  **Achievement/Projects :**  Successfully functionalized combined purchase / logistic operations, which eventually resulted in curtailment of logistics outlay and improved the monitorability. Developed condition devoid of stock outs during stock movements.  Operationalized a logistics reporting system for escalating its efficiency.  Effectively coordinated the launch programme of home care products, agricultural products and a new range of personal care in a very short span of time of 2 months.  Achieved cost savings of around 3% by usage of PO & Expense Tracking. | | |

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| **Jan. 00 to June 03** | Technologies Pvt. Ltd. Nerul ,Navi Mumbai | | |
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| **Manager – Growth & Development**  Reporting to M.D. | | | |
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| **Job Profile:**  Responsible for product procurement, vendor management, Settlements.  Developing & co-coordinating corporate tie ups and Alliances with different Business entities.  As a Franchisee Manager, responsible for development, co-ordination and support to the franchisees all over India.  Ensuring timely implementation & Execution of timely Schemes.  Preparation of project reports, presentations & proposals.  Handling Quality initiatives for the function ISO 9000 - 2000 quality compliance.  **Achievement/Projects :**  Successfully functionalize the corporate tie ups with Birla Global Finance, Maruti Udyog Ltd., ICICI bank, Idea prepaid cards and many more.  Development of Web based procurement process from requirements specification to final delivery of the product.  Development of B2C Web Portal for domestic Procurement function designed to post the information about online orders , weekly highlights, new product arrivals and related data. | | | |

**First Name of Application CV No:** **505104**

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