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**PROFESSIONAL EXPERIENCE**

**ESTIMATION AND PURCHASE ENGINEER: Aug 2008 To Oct 2013 (5 years).**

**M/s Anjana Engineering Services (AES)**, Peenya Industrial Area**, Bangalore.**

**M/s AES** is an ISO 9001-2008 recognized automation industry residing in Bangalore striving its leadership in Design, Manufacturing and Servicing of **Electrical Switchgear, Motor Starter, Wall Mounting panels, Low Voltage Drives and Automation Control Panels**, being committed to achieve total customer satisfaction by offering Quality products & services by means of continual improvement & effectiveness of QMS with the consistent employee involvement, training and motivation. **Few main customers are M/s ABB Ltd, M/s Webb India Ltd, M/s Bhushan Steel Ltd**. Any individual as an engineer here is assigned multiple roles of an automation industry. The expertise areas of responsibilities are as below:

**Responsibilities: Estimation**

* Receive technically approved drawings/schemes from Internal Design Department or from the Customer. Communicating discrepancies in the BOM if any.
* Extracting BOM from the approved drawings like General Arrangement, Internal General Arrangement, Single Line/Multi Line drawings, Power distribution, Logic Sequence, Illumination/Terminal drawings, Wiring Tables and any other special drawings.
* Estimating the total price of the project by listing all the electrical components in the drawings.
* Stock subtracting of BOM materials.
* Generating Enquires/Tender documents and approving with Manager for Tendering.
* Calling for Tenders for whole project and/or modules with different Vendors/Manufacturer (Customer approved, database, new product etc).
* Review Tender documents received from each Vendors/Manufacturer for each project & advise Manager and/or Vendors/Manufacturer for any discrepancies.
* Generate queries for any discrepancies or missing information in Tender documents.
* Review quotations (Both Technical and Commercial) with drawings, specifications, pricing, scope of work, terms and conditions, National Laws etc.
* Evaluating target Price of the project with the Manager/Managing Director. Comparison of various Techno-commercial quotes. Setting profit levels and calling Least Quoted Vendors/Manufacturer for Price Negotiations.
* Conducting Price Negotiation meetings.
* Preparation of detailed breakdown of prices/specifications to Vendors/Manufacturer by incorporating important techno-commercial points.
* Preparing proposal for Least quoted and accepted Vendors/Manufacturer. Approval of proposal and passing proposal to release Purchase Order.
* Attending monthly meeting with the management to discuss how to set achieve our current year targets.
* Making weekly follow up with the Vendors/Manufacturer to check the status of Tenders quoted.
* Carrying out cost savings proposals to Vendors/Manufacturer through Value Engineering methods.
* Preparing regular Documents/Records, vendor ratings in view of ISO and Quality Management System.

**Responsibilities: Purchasing**

* Releasing Purchase Orders to proposed Vendors/Manufacturer.
* Sending Amendments in Purchase Order. Regular Indenting to receive part quantities of ordered materials.
* Regular follow up for materials.
* Receipt of ordered materials along with Quality Leader and guiding the material to goods inward stores department.
* Directly placing Purchase Orders for NOT IN STOCK materials or minimum stock materials.
* Generating monthly purchase order status reports based on the data collected from site stores and Engineers.
* Generating and compiling various MIS reports based on data as and when required in accordance with ISO procedures.
* Attending calls and queries from various department engineers and personnel with regard to requisitions and delivery schedule.
* Generating LPOs for urgent requirements against production requisitions within the same day.
* Few purchase materials are **Fabricated metal enclosures, MCCB, SFU, ACB, Gg/SC Fuses, MCB, Auxiliary and Power Contactors, Motor Starters, OLR, OT switches, Timers, Power Supplies, VFD, Door Components, Power and Control Wires, Copper and Aluminum Bus bars, Analog/Digital Indication meters, Transformers, Current Transformers, DBR, Terminals and its Accessories, Lugs, Insulators, PVC wire way ducts, Din Rails, various C class items, Channels and Louvers, Thermostat, Space Heaters, Thermisters, Communication cables, Hardware items and Tools.**
* Manufacturer dealt with: **ABB Ltd, Siemens, Schneider, Havells, L&T, Busmann, Wago, Connectwell, Phoenix, Elmex, Salzer, Cosel, Polycab, Finolex, Automatic Electric, Anchor, Rittal Imdia etc.**

**Achievements: Various Projects**

* Individually executed complete project for M/s Tecpro, Indonesia. MCC draw out panels.
* Individually executed complete project for M/s Bhushan Steel Limited, India. Low Voltage ACS550 and ACS800 Drives control panels.
* Implemented Inventory Management System for overall execution of the industrial process.
* Multiple appreciation mails received from Customers for Smart working.



**QUALITY INSPECTOR & PURCHASE ASSISTANT: Dec 2006 to Jul 2008 (1.5 Years)**

M & H Unit, HAL Hospital, **Hindustan Aeronautics Limited, Bangalore.**

**Job Profile:**  Quality inspection of Goods inward to the Stores in accordance with the purchase order and technical specifications. Strong experience in purchase of electrical products and switch gears. Starting from MPR (Material Purchase Request) to Tendering***,*** Price Comparison, Negotiation, Proposal and Purchase Order. Amendments, indenting and follow up for supply is additional with knowledge of stocks in stores. Skills also involve:

* Preparing various Quality Assurance and Quality Control documents and records.
* Working on Enquires and Purchase Order on Oracle Forms.
* Strong Admin knowledge of maintaining documents and records.
* Maintaining Vendor Records.
* Strong communication with the internal user Dept and the vendor for clearing of NOT IN STOCK Items.



**ADMINISTRATION/FACILITY MANAGEMENT ASSOCIATE: Aug 2004 to Nov 2006 (2 years 3 months), Vee Yes Wood Arts, Vellore, Tamil Nadu.**

**Job Profile:**  Competent and versatile professional with rich experience in the domain of Administration, Purchase, Procurement, Stores, Vendor Management and co-ordination with Vendors and other departments. Allocating work schedules/shifts for all the level positions and ensuring the projects to be completed in the prescribed limits and **acceptable Quality.**



**TECHNICAL SKILL SET**

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| --- | --- |
| **ADDITIONAL QUALIFICATION**  **M/s Prolific Systems and Technologies Pvt Ltd., as Certified Automation Engineer in July 2009 for a Duration of 3 Months** | * **PLC’s** - Allen Bradley (SLC 500 & Micro Logix 1000)   **-** Siemens (S7 200 & S7 300).  - GE Fanuc (Versamax).   * **SCADA** - Wonderware (Intouch Version 9.5). * **Drives** - ABB Low Voltage AC & DC Drives. * **DCS**  - ABB (AC 800F). * **Instrumentation.** |
| **ACHIEVEMENT**  **M/s Vivekananda Total Quality Management Services** | * **Certification on Quality Management System**. |



**ACADEMIC CREDENTIALS**

* BE (E & C) - 2004

PESCE (V.T.U), Mandya, Karnataka, India.

* 12th Equivalent - PUC (PCMB) – 1997

Government PU College, Channapatna, Karnataka, India.

* 10th Equivalent - SSLC – 1995

Sarvajanika Junior College, Channapatna, Karnataka, India.



**PERSONAL**

* Date of Birth : 9th November 1979.
* Nationality : Indian.
* Marital Status : Married.
* Hobbies : Browsing, playing and watching Cricket.