

RESUME

PANKAJ KUMAR RAI

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Dedicated and versatile professional offering 18+ years of experience in Construction Industries, looking for the position of **Procurements & Inventory Control Manager** in the Infrastructure sectors.

- A competent professional with Bachelor's Degree in Arts currently associated with MKC Infrastructure Ltd, as Manager of Procurement & Inventory Control Management.
- Credited with experience in materials management, Raw Material Planning, Inventory Optimization, Vendor development, reducing the operational & carrying cost & inventory investment, warehouse mapping, Material preservation, Huge Exp of Controlling Procurement & Inventory Management processes through MS Office, Tally ERP-9 & SAP MM Module.
- Capable of directing an organization in Inventory management, developing strategic programs executing an aggressive plan, and can present for inventory development activities
- Expert in Material Library Creation & Controlling, Classification & Standardization of Materials, etc.
- Experts in Stacking & Preservation of Construction material. Also familiar with all types of construction-related materials.
- Possess comprehensive understanding & experience of purchase strategies & also inventory management
- Excellent knowledge in using Pivot Table & Charts, Lookups, and Other essential functions of MS Excel
- Demonstrated ability to significantly reduce procurement costs by standardizing the processes and operations
- Resourceful at maintaining cordial relations with customers/vendors and in providing value additions
- Eager to contribute in a team-oriented environment having an inner desire to gel in a cohesive team and work for business growth
- Highly articulate, demonstrating leadership, excellent communication, and interpersonal skill.

CORE STRENGTHS

- Strategic Sourcing
- Preservation & Stacking of materials
- Inventory Management
- Reconciliation of Materials
- Tally ERP 9 & SAP – Procurement & Inventory Control
- Review of quality objective & working guide
- Stores Auditing & preparing Audit reports
- Accurate Documentation & Quality Control
- Sores & purchase Management
- Vendor Rating & Management
- Valuation & Costing of Materials
- Operation & Maintenance- Mines, Mobile Crushers, RMC Batch Mix plants, Wet mix (WMM) Cold Mix & Asphalt HMP Batch Mix plant.

TECHNICAL SUMMARY

- Operating Systems Windows7/XP & Vista, Windows 10,11, etc.
- Packages MS – Word, MS – Excel, Outlook (Model 2007 & 2010,2016)

ACADEMIA & TECHNICAL PROFILE

- Arts Graduate (B.A.) History Specialization from Purvanchal University Utter Pradesh in 2004
 - Software Technology with Distinction from Govt. Of Gujarat in 2004 & Advance Vocational Training from Central Govt. of India in 2000
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ACHIEVEMENTS:-

CAREER PATH	DURATION
1. Supply Chain Materials & Inventory Manager MKC Infrastructure Ltd , is one of the Leading Fast-Growing Infrastructure Companies Involved in Road & Civil Engineering constructions, Bridges, Flyovers & Highway developments, Cannel Projects, And Building Constructions. Also engages in Toll operations & maintenance activities while serving various government agencies undertaking road development projects worth Rs. 10,0000 Cr. As a role of HOD, Supply Chain Management the responsibilities of Vendor development, Price negotiation, Cost Control, Comparison, logistics & transport management of procurement management system & Controlling Inventory management with utilisation & reconciliation of 21 different projects over India.	July 2021 To Till Date
2 SAP Cutover Manager, ZIETA Technologies Pvt. Ltd RMZ Eco world, Building No 1, SEZ Unit, Devarabeesanahalli, Bangalore-560103. Working on Ongoing client JBF Industries Ltd & Damodar Group Projects S/4 Hana 1609, MMSD, FI, PP, CO, QM, CO, EXIM site at Silvassa.	Sept.-2017 to June 2021
3. ASST.MANAGER STORE: - IRB INFRASTRUCTURE DEVELOPERS LTD. is one of the leading infrastructure companies involved in Heavy & civil engineering constructions, Bridges & Highway developments, engineering construction, procurement & construction, and operation & management of Build, Operate & Transfer (BOT) concessions. Also engages in the Toll collection & maintenance activities while serving various government agencies undertaking road developments. Vendor development, Price negotiation, Cost Control, Comparison, logistics & transport management Inventory control management with utilization & reconciliation	MAY 2010 To AUG 2017
4 Sr. Officer Supply Chain Materials & Inventory Management, Creative Textile Mills Pvt. LTD Vapi is one of the leading, IN Fabric Process & Yarn Dying, Industries IN TEXTILE solutions (Polyester Division & Textile, Fabric, Spanning, Garments).	Sept. 2006 TO April 2010
5. Store Office, Alok Ind. Silvassa Fabric Process & Yarn Dying, Industries IN TEXTILE SOLUTION TEXTILE (Polyester Division & Textile, Fabric, Spanning, Garments). ISO 9001:2000 certified company. Its main business involves weaving, knitting, processing, home textiles, readymade garments and polyester yarns. It exports 26% of its products to over 90 countries in the US, Europe, South America, Asia and Africa.	Jan 2005 TO Sept. 2006

KEY SKILLS DELIVERABLES:-

Procurements:-

- As the role of Procurement Manager, I will be responsible for sourcing equipment, goods and services, and Vendors management, the ability to perform strategic procurement planning & scheduling across multiple categories of materials, estimating & reducing the holding & ordering costs of Inventory by searching for better deals and find more profitable suppliers
- Responsible for Timely Order Placing, Demand & Supply Alignment, Material Replenishment, and Supplier Performance measuring. Inventory Management Ensuring lead times and inventory turn-times are kept to acceptable levels.
- Forecast price and market trends to identify changes of balance in buyer-supplier power, Perform cost and scenario analysis, and benchmarking, Assess, manage and mitigate risks, Seek and partner with reliable vendors and suppliers, Determine quantity and timing of deliveries, Monitor and forecast upcoming levels of demand, Manage overall direction, coordination, and evaluation of procurement for the facility.
- To survey the market & sources to find out reliable Vendors for development, selection, processing to registration into the System;
- Also involved in RFQ preparation & sending to various vendors, obtaining quotations & evaluation, Making comparison charts, negotiating & finalization of Orders for 'A', 'B' & 'C' category items and getting approval from HOD then placing the Order's accordingly after the approval.
- Scheduling of Orders & expediting arrivals, rescheduling/cancellation of pending orders with confirmation and approval of the requisitions; short closing of the requisitions and order's frequently with the approval of HOD
- To get "Rate Contract/ Purchase Order" from H.O., for standard & fast-moving materials, to follow up with vendors for timely delivery & submission of bills and coordination between stores & user dept. forgetting the clearance of goods receipts and purchase bills.

Inventory Control Management:-

- Planned managed and executed all budgetary and direction of Inventory Control, Manufacturing/Production, Purchasing, Quality, and Logistics to Implement the procedures of inventory control and loss prevention resulting in increased profit margins for eight consecutive quarterly inventories for all departments that facilitated accurate bi-annual inventory counts and resulted in a significant reduction in inventory shrinkage.
- Responsible for ensuring the housekeeping in go-down, Stacking, Bin Card System, Material tagging, reduction of wastage, obsolescence, deterioration, thefts etc. through proper Storage & Preservation besides timely issuing of materials & certification of Purchase Bills with an accounting of all transactions in MS Office, Tally ERP 9, SAP MM Module.
- Identified potential vendors and arranged to make the "Rate Contract" through HO and developed the alternative source for each item that is being supplied in the present project.
- Involved in Costing, valuation & Physical verification of materials by Classification & Standardization and reconciliation purposes.
- Maintain good documentation for healthy operations and provide proper data to the management to perform inventory analysis such as ABC, Price, lead time, movement, and System auditing and impart training to the juniors for preparation of monthly "P&L" Statements
- Reporting with valuable suggestions to the Top Management Noteworthy Credits to achieve 100% accuracy in implementing Inventory Management policies.
- Successfully implemented online data entry through MS Office/ Tally ERP 9 & SAP MM Module for well-organized Inventory
- Recognized for good maintenance and development of excellent storage methods of materials

SAP Key Deliverables:

➤ As a role of **SAP Cutover Manager**, I was involved in the entire end-to-end implementation, Support and was exposed to all project phases.

During working with the **ZIETA Technologies Pvt. Ltd** team and coordinated the FS preparation, testing, handover, etc.

I was involved in the requirements/blueprinting phase which included defining MM's organizational structure and assigning to the overall structure. Also involved in the configuration of master data for material master, vendor master, info record, maintaining source list and configuration of all types of transaction data along with document types and screen settings and no ranges

also involved in configuration for Purchasing, Inventory Management and Physical Inventory Verification.

- Delivered the appropriate projects utilizing a model for customer projects based on proven implementation methodologies that will be used by the selected implementation partner as per the signed contract and Scope of the engagement.
- Determine the required resources for the project
- Ensure timely completion of the deliverables for each milestone and ensure that any exceptions are reported to the project PMO and steering committee
- Maintain positive relationships with internal stakeholders and 3rd party Vendors
- Maintain and control timesheets of external vendors and internal core team to create an adequate basis for approving vendor invoices and for cost capitalization

Follow up with all teams for a weekly update of progress and publish regular status reports as per the project communication plan organize project meetings and ensure preparation of minutes of the meetings - Arrange and ensure completion of all administrative procedures for all project resources both during their joining and leaving Ensure construction of structured documentation folders and confirm that the partners store all project-related documents; manage access controls to the shared folder Key Skills: SAP S/4 HANA Implementation, Leading SAP Team in Green-field implementation Required Experience and Qualifications: - 4-5 years of SAP project management experience in large scale strategic projects. - Detailed knowledge of the various SAP solutions and their relevance to business - Experience in leading SAP S4H implementations preferable - Management experience in managing medium-size teams.

PERSONAL DOSSIER:-

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- Date of Birth: 01ST June 1982
 - Linguistic Proficiency: English, Hindi, Gujarati
 - Marital Status: Married
 - Preferred Location: Regional/Corporate /Project Offices anywhere in India
 - References: Furnished upon request

Salary Packages Currently Drawn:-

- **Gross** Salary **Rs. 55,000/-** Month & Current **CTC** Salary Rs. **6,60,000/-** year
- Expected Salary Packages: Rs. 08-9 lacks per year.
- I hereby declare that the above information furnished by me is correct to the best of my knowledge.

With Warm Regards!

Pankaj Kumar Rai