

MARNUR SURYA PRAKASH

Mobile No: +91 9835477243 Email Id: marnur.prakash1@gmail.com

Professional Summary

A result driven, hardworking and capable Procurement Manager with a track record of Significantly reducing costs and also improving a company's processes and corporate purchasing programs. Having experience in procurement of items by evaluating material quality, services of suppliers and manufacturers, price and terms from suppliers. Also, expertise in designs and decors for boutiques, resorts, brand franchise hotels, residential apartments, new constructions, renovation and brand conversion, procurement for fixtures and furniture's with interior products.

Present Role: Manager Pan India Growth- Procurement with Freelancer, Hyderabad, India.

Key Skills

- Procurement, Vendor Management, Commercial, Construction, Logistics.
- Expertise in constructions, hotels, restaurants, residentials apartments PMC, interior works and project management.
- Drafted a list of products to be ordered and got it approved from the purchase manager before placing an order
- Ensure about the cost, quality and availability of product before purchasing
- Maintain and update all sales and purchasing reports for forecasting and cost tracking
- Provide administrative support to the purchase department
- Track the status of products submitted for testing and maintain reports
- Evaluate purchase orders and find ways for cost cutting
- Coordinate with account department for invoice processing
- Negotiated with vendors for improved pricing and delivery
- Prepared weekly report for senior management
- Coordinated with sales team for getting list of fast-moving products
- Stock and managed inventory of all items
- Analysed vendor invoices and cross-checked it with the quantity received
- Monitored demand and sales of items
- Helped employees in demonstrating usage of items to customers
- Coordinated with suppliers and manufacturers and ensured items do not run out of stock
- Preparing weekly report for senior management.
- Excellent communication skills, including written, oral, interpersonal, and professional.
- Well-organized and experienced in fulfilling administrative tasks.
- Strong decision-making, critical thinking, evaluation, and analytical skills.

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Software Skills

- **Operating System:** Windows XP/Win 7/10
- **Packages:** MS Office Word, Excel and Power point
- **CAD Software's:** AutoCAD 2006/2007, ProE, E-Plane, Master CAM
- **PLC/Robotics Simulation** Pico Soft v6.2 & RS Logic 500, Zulia Soft v4.5 & Tide Suite, Winch, Micro Win, S7-200 & Somatic Manager, S7-300. KV Ladder Builder, WPL Soft v2.12, Zen Support VER.3, Coveys v2.3, Robotic Studio.
- **SCADA/HMI Skills:** SCADA (HMI Interface) Operation Analysis, GE-Infix 5.5, Invent Auto station, Touch & HMI VT Designer, GP-ProEX.
- **Others :** Lathe Machine, Drilling, Surface Grinder, Welding, Milling, Machine, CAPL Line Operation.

Education

Qualification	University/College	Year of Passing	Percentage
Diploma In Mechatronics Engineering	NTTF Technical Training Centre, Jamshedpur, India	2010	First Class
Post Graduate Diploma in Industrial Automation	Wartens Technologies Bangalore, India.	2016	First Class
Diploma In CNC Programming and Operation	Anwar CAD /CAM Solution Jamshedpur, India	2010	First Class

Work Experience

Organization	Duration	Designation
Freelancing (Pan India)	Apr 2023 to Till Date	Manager (Pan India Growth Procurement)
Decorpot Hyderabad, India	Dec2022 to Mar 2023	Manager (Vendor Management)
The Design Theory Hyderabad, India	Mar 2021 to Nov2022	Manager (Procurement)
V.S. ENTERPRISES, Bangalore, India	Feb 2015 to Mar 2021	Asst. Manager (Procurement)
TATA CAPL Jamshedpur, India	Jan 2013 to Jan2015	Officer (Operations)
Balajee Engineering, Jamshedpur, India	July 2010 to Mar 2012	Supervisor (Mechanical Maintenance)
Tata Sponge Iron Ltd, Orissa, India	Apr 2010 to July 2010	Trainee Engineer

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Project and Industrial Experience

Asst Manager Procurement at V.S. ENTERPRISES, Bangalore, India with below roles and Responsibilities.

- Investigate the market to identify potential acquisitions and perform research to Determine how appealing each opportunity.
- Oversee all inventory and equipment (manufacturing and construction) purchases, identifying areas of potential savings.
- Relay information to inventory and employee management team, taking their reports into consideration at all times.
- Create forecast of demand to be prepared for upcoming requirements.
- Review delivery orders to ensure supply is met, taking availability, cost, manufacturing process, and lead times into consideration.
- Negotiated with vendors for improved pricing and delivery.
- Improved profits.
- Prepared weekly report for senior management.

Project Name: Continues annealing line (Rapid Cooling System)

Client: TATA CAPL –JCPCPL (Jharkhand, Jamshedpur)

Roles and Responsibilities:

- Commissioning experience on fountain stage JCPCPL plant.
- Utility Plant problem rectification and monitoring Operation and Maintenance.
- Waste Water Treatment Plant Operation and monitoring Maintenance.
- Chillers Plant monitoring Operation and Maintenance.
- COGD Plant monitoring Operation and Maintenance.
- Air Compressor monitoring Operation monitoring Operation and Maintenance.
- Nitrogen Purification Unit Operation.
- Recirculation Pump House rectification and monitoring Operation. Fire Water System rectification and monitoring Operation

Project Name: Mechanical Breaking System

Client: Balajee engineering (Jharkhand, Jamshedpur)

Roles and Responsibilities:

- Mechanical maintenance heavy machineries and Automobile spare chain management.
- Coordinate with Internal and external logistic activity.
- Prepared weekly report for senior management.

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Awards and Recognitions

- 1. Best Excellence for organisation award from The Design Theory, Hyderabad, India**
- 2. Best employee award from The Design Theory, Hyderabad, India**
- 3. Fast completion site award from The Design Theory, Hyderabad, India**
- 4. Procurement Professional award by Global Skill development council, Hyderabad, India**
- 5. Behind the scene award from The Design Theory, Hyderabad, India**

Personal Profile

Father's Name: Late Marnur. Purshotam

Mother's Name: Marnur. Bharthi

Date of Birth: Jan 20th 1991

Gender: Male

Marital Status: Unmarried

Passport: Hold an Indian Passport

Languages Known: English, Telugu, & Hindi

Address: Sajjan Kumar Chhapola, Savitri Enclave, H.no- 1-61/1/1/1218, Plot No. 1218,
Siddiq Nagar, Gachibowli Hyderabad Pin code:500032, Telangana, India.