**GUNJAN BATRA**

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**OBJECTIVE :**

To work in integrity with company goals and to be part of a growing organization which offers a chance to excel in teamwork and where I can use my interpersonal skills which turns to be a contributing factor in growth of organization.

**WORK & LEADERSHIP EXPERIENCE**

**Jaiprakash Associates Limited, Noida, Uttar Pradesh, India**

**Engineer (CommercialGroup – Super Critical Thermal Power Plant),Feb 2014 *–* July 2015**

PPGCL (Prayagraj Power Generation Company Limited) is setting up Super-Critical Thermal Power project (3x660 MW) at Bara, Allahabad, Uttar Pradesh. The first phase of 1980 MW is currently under implementation (Erection Stage). PPGCL, is in the preliminary stages of developing the second phase.

* Served as single point of contact for creating, handling and processing of note-sheets for more than 30 vendors.
* Handled various Vendor Accounts and made sure of their timely payments to avoid any escalations or delays in deliveries
* Managed a database for maintaining status of invoices amounting to more than 1875 crores with proper mistake-proofing checks.
* Front ending the commercial department in terms of facing the vendors for all their payment related issues.
* Served as Single Point of Contact for Vice President for all the queries and data assistance regarding vendor payments.

**Engineer (Project Coordination and Commercial Group - Cement Division), Sep 2010 – Jan 2014**

In this period**,** I had beena core team member of “Project Procurement and Coordination team” of Jaiprakash Associates Limited - Cement Division. I was majorly involved in:

* Inviting quotations from various vendors and analysing them.
* Interacting and negotiating with various vendors on Commercial and Technical basis and finalizing Purchase Specs, Scope, BOQ etc. with the help of technical consultant.
* Handled Vendor - Customer relationship in terms of regular coordination and interaction for timely delivery of material along with site coordination.
* Cross-functional coordination with teams like commercial, finance, taxation and payments and external parties i.e. suppliers and banks to keep the project in full flow by removing the bottlenecks.
* Procuring all types of Electrical & Instrumentation equipment for cement projects viz electrical substations, transmission line equipments, power & distribution transformers, HT panels, LT panels, power and lighting distribution boards,  motors, cables, plant illumination systems, etc.
* Preparing and releasing Purchase Orders/contracts with detailed terms and conditions to settle the variations, claims, disputes etc. usually arising on the ground of technical, commercial and project schedule with both existing and newly on-boarded vendors.
* Carrying out site inspections for tight control over quality & timelines and providing MDCC (Material Dispatch Clearance Certificate) accordingly.

**Projects commissioned where I was a key contributor :**

1. Jetty Kharo Creek – Bhuj, Gujarat
2. Deccan Rose – Gulbarga, Karnataka

**EDUCATIONAL BACKGROUND :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scholastic/Degree** | **Board/University** | **Year of Passing** | **%age** |
| MBA | IGNOU | Pursuing |  |
| B.E | B.S.A.I.T.M, M.D.U Rohtak | 2010 | 67.5 |
| Intermediate/+2 | [Central Board of Secondary Education](http://cbse.nic.in/) | 2006 | 71.2 |
| Matriculation | [Central Board of Secondary Education](http://cbse.nic.in/) | 2004 | 82.2 |

**PERSONAL DETAILS :**

Address: H-10/5, Malviya Nagar, New Delhi-110017, India

Date of Birth : 28 January 1989

Father’s Name : Mr S.K. Batra

Languages Known : English, Hindi