



Name: Ketan Govindbhai Tank

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Career Objective:

A highly organized and goal-oriented PGDM Graduate with industrial experience seeking for a position in a growing organization where, I will utilize my techno-commercial (procurement and contractual) skills and functional competencies along with quantitative, problem solving, adaptive, communication, listening skills for the personal and organizational growth.

Work Experience:

- **Organization Name:** Adani Green Energy Limited.
Designation: Deputy Manager (Energy and Contracts Management) (April 2022 – Present)
Location: HO-Ahmedabad, Gujarat.
Key Roles: Supply Management, Contracts, Technical Evaluation, Negotiation, Vendor Management, Bidding.
Key Responsibilities:
 - ♦ Completing the ordering within the approved budget and time schedule.
 - ♦ Review of technical specification, BOQ, invitation of bids, commercial evaluation, conducting pre-award meetings and finalization.
 - ♦ Interaction with Engineering, project execution team, PMO and other departments.
 - ♦ Preparation of internal documents for approval.
 - ♦ Vendor Development.
 - ♦ Conducting Open/Closed Tenders.
 - ♦ Conducting Auctions.
 - ♦ Negotiations- Technical, Commercial, Timelines, Bank Guarantees
 - ♦ Documentation and creation of contract.
 - ♦ Co-ordination with Project Managers for operational issues.
 - ♦ Post Award Activities – Preparation of Change Order Proposal including Qty, Rate variation, Extra items, Time Extensions, Contract Closure.

Internship:

- **Company:** Dilip Buildcon Limited
Project: Bhopal Metro Rail Project
Duration: 5th June 2021 – 31st July 2021
Domain: Project Management
Key Responsibilities: Contracts, Store, Health & Safety Management, Planning & Scheduling, Billing.
- **Company:** Unlocked.Inc
Duration: 16th August 2021 – 19th September 2021
Domain: Digital Marketing/ Business Development.
Key Responsibilities: Strategic Planning, Cold Mailing, Content writing, Responding to Clients.
- **Company:** Teacherr.in
Duration: 24th March 2021 – 15th April 2021
Domain: Business Development.
Key Responsibilities: Customer Relation Management, Strategic Planning.

Education:

- Post graduate diploma in Infrastructure Management (PGDM IM) (2020 – 2022)
Adani Institute of Infrastructure Management, Ahmedabad.
CGPA - 3.26/4.33 GPA
- Bachelor's in Civil Engineering (2014-2020)
Viva Institute of Technology (Mumbai University)
CGPA – 6.60/10.00
- Junior college, HSC (2012-2014)
Shri T.P. Bhatia Junior College of Science
Percentage: 58.62%
- 10th Standard SSC (2012)
St. George High School
Percentage: 75.82%

Academic Projects:

- **Market research of Frozen Ready to Eat Products. (Business Research Methods).**
Tools: Questionnaire, SPSS, Google Forms.
Key Learning: Sampling, Analyzing methods.
- **Improvement of geotechnical properties of Silty soil using lime and National Project Presentation.**
Materials: Silty soil, Lime, Rice Husk.
Key Learning: Soil mechanics, Geotechnical Properties.

Achievements and Certificates:

- Building Estimation and Costing (CADD CENTRE)
- Operation management, supply chain management and 6 sigma. (Udemy)
- Lean Management for Lean Six Sigma Training. (Udemy)
- SAP-WM Warehouse Management. (Udemy)
- Microsoft- Excel – Advance (Udemy)
- Data Visualization using PowerBI (Great Learning)
- Customer Relationship Management (European Open University)

Extra-Curricular:

- **KPMG**, Virtual Internship Program (12th – 20th April 2021)
Participated in the open access KPMG Virtual Internship Program with Forage Tasks completed include:
 - Data Quality Assessment
 - Data Insights
 - Data Insights and Presentation

- **Microsoft**, Virtual Experience Program. (22nd April 2021 – 5th May 2021)
Participated in open access Microsoft Go-To-Market: MBA Asia Virtual Experience Program.
Practical Task modules completed include:
 - Welcome to your Virtual Experience
 - Preparing for your Virtual Experience
 - Campus to Corporate: Business Foundation Skills
 - Work Ready Skills
 - Technical GTM skills

Personal Details:

- **Date of Birth:** 14th July 1996
- **Languages Known:** Hindi, English, Gujarati, Marathi, Japanese (Beginner).
- **Hobbies & interests:** RP PC Gaming, Cooking.