

Bhavik A Raval

B.No:-5, Sahajanand Park Society,

Near Satyadham School,

Opp. Dev Nandan Flats,

Near Chankyapuri Over Bridge,

Chankyapuri, Ghatlodiya, Ahmedabad – 380 061

Contact

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Profile:

Objective:

I am looking for reputed organization, which is engaged in developing and implementing new Working concepts and is ready to offer growth opportunities through challenging job environment. Further I am looking forward for an exciting career in a professional managed organization where I can use my resources at my best and able to contribute to the development and growth of organization.

Key Skills

Techno Commercial Buyer – Purchase & Contract, Leading in Category buying for Electrical and Instrumentation.

Expertise in Buying

- Electrical Item for CAPEX & OPEX
- Chemicals for F&M and for operational support
- Instrumentation for operational Support.
- Mechanical Categories

Techno Commercial Skills

- Techno commercial terms agreement
- New Vendor Development
- Strong Negotiation and influencing skills.
- Broad knowledge in procurement & SCM
- Import Order
- Bid Coordination
- Reverse Auction

- SAP System – Material (MM Module), Procurement, Stores and Account Payable.
- M S Office (Word, Excel) – Internet
- ARIBA

Working Experience

Organization: Adani Solar - Presently working In Adani Solar at Mundra location carrying Total Experience of **19.6 Years** in Purchase and SCM Function.

- Purchase a high volume of requested materials for ongoing Project of 10 GW Solar Project and Ingot & Wafer Project for Adani Solar Mundra.
- Techno commercial Order finalization for required Project material as per approved vendor list for ongoing Project.
- Responsible for Electrical & Instrumentation Techno commercial order finalization using rich and insightful Experience as a commodity buyer item like Cable, CT/PT, UPS, Transformer, Motors, Generator, Pump etc.
- Negotiate with suppliers to achieve best price, Quality and delivery time then follow order status to ensure on time, accurate deliver.
- Daily communication with rig management and personnel to approve material substitutions and replacement of obsolete requirements
- Personally administered a forecasting structure to predict future financial liability for upper management and company president.
- Implemented an approved vendor database to help future new hires confidently select appropriate suppliers for required material.
- Strong ability to meet strict deadlines with changing priorities.
- Reviewed drawing packages and obtained quotations from Approved Suppliers list for prototype and production processes
- Processed purchase requisitions for new tools and component parts for existing and new projects.
- Worked with Quality Control to expedite 1st article samples and corrective action requests from suppliers.
- Developed new sources of supply, making recommendations to Sourcing, Engineering, and Quality team for the Approved Supplier List.
- Work closely with the management team on cost reduction, on-time delivery programs while handling new product development projects including new commodities, materials, and processes
- Review and analyze bid submittals and make decisions based on guidelines of price
- Provide on-site Project and /or operations procurement support
- Execute Techno commercial orders based on RFQ's/bid selection.

Operational Buying

- Preparing Note for Approval for PO & SO through SAP & ARIBA
- Making Purchase Order, Service Order and Amendment for all type of procurement related work through SPA system.
- Procurement of Steel and Cement at competitive prices.
- Procurement of Imported BOM items (For Solar related)
- Reconciliation of advances for Steel and Cement.
- MIS of BG's received against respective Contract and the submission for further processing.
- Maintaining Vendor Database with all details.
- Evaluate Vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the project.
- Advise internal and external on issues regarding purchasing Terms and Conditions. In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedules.
- Resolve supply, quality, Service and invoicing issues with Vendors.
- Assist to ISO Annual Performance Review for Vendors.
- Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation.
- Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements.
- Undertake any other ad-hoc duties as assigned:
 - Collate purchase orders and purchase requisitions in Order to Order materials, goods and supplies.
 - Send them to the suppliers.
 - Review inventories and order as required
 - Interact with the suppliers on a day to day basis.
 - Review deliveries against the Orders.
 - Track the status of any orders.
 - Deal with non-supplied, under orders, over orders and damaged goods.
 - Ensure that any invoices are sent to accounts for payment.
 - Produce and Maintain al reports.
 - Manage any procurement activities including RFP's (Request for Proposals).

Organization: TVS Interconnect Systems Limited – Gujarat Circle Nov 2009 to Feb 2012

Designation : Commercial Executive

- Dealing with Corporate for Execution of all Commercial Activities.
- Floating Enquires & Inviting quotations.
- Handling Negotiation with Vendors, Preparing Rate Comparison, updating the quotes, identifying the most Techno-Commercial quote to be finalized in the approved CAPEX / OPEX.
- Controlling of project cost and raising alarm to top management if any risk and issues are there.
- Getting Approvals for unbudgeted and unpredicted expense from management concern and to support the ground team.
- Tracking & Monitoring of all commercial / Finance related activities.
- Generation of Work Order and Tracking of payment for the same.
- Maintain MIS update on daily basis.
- Coordinating with External Auditor for getting wetted all Vendors/ suppliers and Field staff bills/ invoices.
- Developing new Vendors to meet the team's targets.
- Selecting of Vendors/ Contractors based on ability to meet the Qualifying Requirements.
- Assessing Vendors/ Contractors at defined intervals for their Performance.
- Registration activities of Vendors/ Contractors and updating of Vendor Master.
- Effective Planning & Co-Ordination of various activities towards completion of the Project within stipulated time to avoid time run over cost.
- Compliance to the effective procedure of security of Invoice with Work Order, submission of invoices & tracking of Payment with finance department.
- Management of financial aspect of the vendor right from receipt of invoice till payments to Vendor.

Additional Responsibility:-

- Payment receivables – Client Billing, Client MIS
- Holding position as an authorized signatory for maintaining Circle Current Account for payment up to 2.0 Lac.
- Circle Internal & External Audit.

PMC Projects (India) Private Limited – Adani Group
2009

June – 2006 to November -

Designation : Senior Executive – (Procurement and Contracts Division)

- Plant and Machinery Hiring, Management i.e. Making work order in SAP MM module for Hiring of various type of Equipment such as Cranes, Trailer, DG Sets, Hydras, Tippers, Trucks etc. required as per site engineers.
- Co-ordinate with PR Department for equipment (P&M) hiring Parties and follow-up with parties for equipment on timely deployed of hiring basis.
- Putting request in "Vendor Master Registration" form to create vendor code for new vendor which is mandatory to create Work order & Purchase Order in SAP.
- Creating the Work Order (ARC) / Contract work order in SAP as per list received from PR Department.
- Follow-up with accounts department for due payment for the parties.
- SAP related problems sorting.
- Preparation of Consolidated statements and submission of MIS.
- Creating Service Entries after necessary certification.

**Electrotherm (India) Limited – HEV Division
2006**

January 2005 to June -

Designation: Accounts Officer

- Maintain Purchase Register, Sales Register, Bank Book and Cash Register
- Maintain Excise Register
- Provide Monthly Sales Tax Return
- Submission of monthly returns of Commercial Tax Department and day to day Operations.

**M/s. Milan Metal and Tubes – Metal Division
2005**

June – 2003 to January -

Designation : Senior Accountant

- Preparation of Profit & Loss Account, Finalization of Balance Sheet, (including Material Accounting).
- Attending Sales Tax Department.
- Tax Audit.
- Cost Audit.

Strength and Skills

- **Hard Working**
- **Self-Confident**

Computer Knowledge

- **Also having expert knowledge of SAP, ARIBA, BASIC, Word Excel, (MS Office)**
- **Tally: Version 7.2 and 9.0**
- **Accounting System: FAS (ERP basis)**

Personal Details

Age	34 Years
Marital Status	Married
Father's Name	Late Amrutlal Prahaladaji Raval
Mother's Name	Raval Ranjanben Amrutlal
Languages Known	English, Hindi & Gujarati
Permanent Address	B.No:-5, Sahajanand Park Society, Near Satyadham School, Chankyapuri, Ghatlodiya, Ahmedabad – 380061
Mobile No	+91 – 9879882918
Email ID	Braval12@yahoo.com

Education:

2000 to 2002	Bachelor in Commerce (March 2002) Gujarat University, Gujarat, Ahmedabad
2012 to 2014	Master in Business Administrative (MBA) from Xavier's Institute of Business Management of Studies with A+ Grade (August 2012 to September 2014) Main Subject: Material Management & Operation Management.