

PAYAL GURJAR

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"Seeking a position to add value to the organization's growth with my skills, recent and past experience"

PROFESSIONAL SUMMARY

Techno-commercial professional with B.E. (Electrical) + M.B.A. (Power Management), having overall experience of total 10 years in Project Co-ordination, Operations, MIS, Sourcing & Procurement, moreover having an experience of Business Development of Transmission & Electricity Distribution Franchisee Projects

EMPLOYMENT HISTORY

Assistant Manager (Sourcing) at Hitachi-Hirel Power Electronics Pvt Ltd, Sanand, Ahmadabad **Oct. 2017 – Till date**

- New Vendor development for the alternate parts, floating RFQ, preparing NDA & Supplier agreements
- For all the material-apple to apple techno commercial comparison, doing ARC for routine items
- Negotiation & Validation of Cu. & Al. busbars, Transformer, VCB Panels, PLC Panels, Sheet Metal Parts, Glass Epoxy, Heatsink, fans
- Establish & manage the schedule of long lead time materials
- Monitoring for cost reduction of busbar, sheet metal, heatsink, etc.
- Regular monitoring and co-ordination for vendor bill clearance & payment release
- Monitoring on compliances – collection of Material data sheet, Type test report, Routine test report and other documents required by the quality team
- Responsible for Monthly report of total spent Vs. Total saving, to be sent to local & Japan Procurement Team

Assistant Manager (Solar Projects) at L&T Construction, Ahmedabad **May 2012 - Oct. 2017**

❖ **Responsibility:** Procurement, Project Co-ordination, Operations, MIS

Procurement

May 2012 – March 2013

- Preparing RFQ, floating to various vendors
- Responsible for procurement of material at cluster level
- Effective negotiation with vendors to optimize material rates & ensure timely deliveries of materials through close follow ups
- Monitoring of material dispatch starting from the vendor manufacturing unit to the project site
- Preparing progress of material supply to the site on daily basis and reporting to the HQ
- Monitoring material reconciliation & Inventory
- Ensure for the vendor bill submission and accounting in the same month
- Ensure receipt of Test Reports as well as warranty certificates

Project Coordination & Operations

April 2013 - Oct. 2017

- End to end coordination from the regional office for the solar projects
- Overall coordination for various matters like approvals, budgets, performance reviews, prospect reviews
- Effectively monitors and controls project progress, verify the BoM items
- Preparing the “S curve” based on the data from all the contractors, preparing Weekly/ Monthly Project Progress Report
- Coordination with Project Manager, construction manager & contractors, identify the issues & risks and to communicate those to the Management
- Responsible for ensuring that all scope changes are maintained & all are promptly transmitted to the client for resolution inform of change control
- Coordinates with supply chain management for material requirement as per contract & successfully engaging required services, equipment for the project from external and internal suppliers
- Validation of work executed Vs. scope for each contractor & ensuring bill booking & accounting
- Monitoring & controlling project invoicing status, cost expenses and cash flow
- Ensures that the project consistently applies contract & claims management, in accordance with company policies and contractual agreements
- Drives the formal acceptance of the project, contract close-out and its acknowledgement by the customer
- Study the contract documents and applicable standards or specifications prior to execution of project
- Maintaining the record of material/ equipment test reports and warranty certificates
- Ensures the calibration of tools used at site
- Preparing the BG of projects as per contract, maintaining its record & its renewal

MIS

April 2013 - Oct. 2017

- Tracking financial performance vis-à-vis budgets (Sales/Invoicing/PBIT/Order Inflow/Cash Flow/Working Capital/Free Cash Flow/Collection Targets etc. in given standard formats)
- Involved in Budget preparation for new projects as well as on going projects
- Preparing project cost report on monthly basis and reporting it to the management for the progress review

❖ Major Projects:

- (a) 5MWp **Sun Edison** Solar PV project at Dhama-Village, Gujarat
- (b) 25MWp Solar PV project, **Sun Edison** Solar PV project, Solar Park, Charanka, Gujarat.
- (c) 20MWp Solar PV project, **Kiran energy Pvt. Ltd.** at Gujarat Solar Park, Charanka, Gujarat.
- (d) 44kW Rooftop project, Hazira
- (e) 5.75MWp Solar PV project, **Finolex Cables Ltd**, Urse village, Pune, Maharashtra
- (f) 26MWp **Sun Edison** Solar PV project, at Mansour, Madhya Pradesh. – Handled procurement, MIS, Project coordination, Operations
- (g) 4.8MW & 12MW **Hindustan Zinc Ltd**, Udaipur
- (h) 6MW, **Wonder Cement**, Udaipur Handled Project coordination, Operations
- (i) **North Bihar & South Bihar Rural Electrification** - Project coordination, Operations

**Consultant at GEDA (Gujarat Energy Development Agency) through PDPU - Pandit Din Dayal
Petroleum University, Gandhinagar** **May 2010 – May 2012**

- Solar PV & Wind Power Project Approval Procedure
- Involved in Policy making related to grid connected Solar PV rooftop project
- Coordinating with Assistant Project Executive, Dy. Director, Director, team of Under Secretary & Developers
- Involved in tendering and commissioning report of Solar PV Power Plants.

**Senior Officer (Business Development) at Kalpataru Power Transmission Limited (KPTL),
Mumbai** **June, 2008 - Nov., 2009**

- Locate new opportunities for organization to pre-qualify for the project, preparing opportunity notes for new project
- Competitor analysis for transmission project
- Reviewing NIT, Preparing tender documents, Compilation of Technical as well as commercial proposal
- Conducted field survey for Distribution Franchisee
- Scheduling the activities of proposal preparation
- Present status report for ongoing projects to Top Management
- Coordinate with various departments for achieving Competitive Proposal
- Involved in Contract finalization.
- Suggested SoP for Bokaro Steel Power Plant distribution network

TECHNICAL SKILLS

- Effective negotiation and procurement
- Strict watch on material schedule & inventory
- Handling multiple projects
- End to end project co-ordination & monitoring

PERSONAL SKILLS

- A team player, optimistic, good communications skills, positive attitude, adaptable to change, committed to deadlines.

INDUSTRIAL TRAINING & PROJECT

Dissertation work at Suzlon-Senergy global:

Worked for Dissertation on “Assessment of Pitfalls of CDM Project Associated with wind energy.” as a part of final year project of M.B.A.

Torrent Power, Ahmedabad, June-July’07:

Transmission & Distribution Project Planning, Study of SCADA in 33kV distribution system

ABB, Baroda, June 10, '04-June 24, '04:

Studied the manufacturing and assembling process of Circuit Breakers and Transformers.

Reliance, Jamnagar, December 15, '03-December 27, '03:

Studied the Electrification process of Refinery.

SCHOLASTICS

- **Post - Graduation** **M.B.A. - Power (2006-2008)**
University of Petroleum & Energy Studies, CGPA-3.15/4
- **Graduation** **B. E. (Electrical, 2001-2005)**
SVIT, Vasad, Gujarat, June-2005, 65% (Aggr.)
- **HSC** **GHSEB (Science) – April-2001 – 64%**
- **SSC** **GSEB (General) – April-1999 – 87%**

EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENT

- Member of Gender Harassment Internal Complaints Committee
- Active member in MBA placement committee
- Won add mad show at college level
- Participated in painting competition in youth festival at university level
- Lead a team for cultural activities at college level and arranged many events
- Recently started collection of small stories for children

PERSONAL INFORMATION

Date of Birth 16th July, 1983
Nationality Indian
Languages known English, Gujarati, Hindi, little understanding of Marathi
Hobbies Painting, cooking
Residential Area Narol, Ahmedabad, Gujarat

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