

# SUNIL KUMAR SINGH

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## OBJECTIVE

Seeking a challenging position with a multinational organization that has the need for a Purchase & Contract Manager to look for advancement to firm where my technical, analytical and commercial skill can be further modified and refined.

## SUMMARY

**A dynamic professional with enriched experience of 16.7 years of experience in Contract Management and Project Management**

- ✦ Instrumental in managing logistics operations, appointing new service providers, entering rate contracts & liaising with external agencies to attain cost effective dealings.
- ✦ Adept at planning & implementing efficient logistics, sourcing, and procurement & contract strategies to meet company's project requirement.
- ✦ Excellent interpersonal analytical, negotiations and exceptional relationship management skill with proven track record of spearheading cost innovation drives during the career span.
- ✦ Hands on work experience with the latest software packages like ARIBA, SAP PRD MM Module, MY SAP SRM, and MS Office 2010 & 2007.
- ✦ Well versed with international quality standards like **ISO, Kaizen, TPM, 5 "S" and Six Sigma** Concepts.

## PROFESSIONAL EXPERIENCE

### Supply Chain Manager

*Sterlite Technologies Limited, Ahmedabad ,GJ*  
*Nov 2018–Present*

- ✦ Currently working as Procurement & Contract Head for Gujarat & Rajasthan to establish of OFC network for the end customer.
- ✦ Prepare costing for OFC laying work in Gujarat & Rajasthan state.
- ✦ Issuing of OFC laying contract for NLD/INC/FTTH work in Gujarat & Rajasthan to fulfil the project requirement and saving achieved approx. Rs.2.5 Crore in 2022-23.
- ✦ Successfully awarded contracts of Rs.50 crores in Rajasthan & GJ circle and handing inventory of materials approx. Rs.10 crore.
- ✦ Finalized office rent contract for Sterlite Technologies Limited in Godrej One Building for 2019-20.
- ✦ Finalized and issued Work order for Fiber rectification work, Civil FRT, Last Mile Connectivity etc.
- ✦ Successfully implemented Ariba Portal for vendor registration, Auction, RFQ/RFP, Vendor performance rating etc.
- ✦ Procurement of Housekeeping, Stationery & Pantry Materials, DTDC courier etc. for Administrative Department for 2019-20.
- ✦ Vendor finalization, rate negotiation and ordering of fibre laying work in NLD at Maharashtra.
- ✦ Procurement of Precast Manholes for Mahanet IT Projects to fulfil the project requirement.
- ✦ Conduct Process & Contract Audit for Procurement & Contract functions across various states and submitting report for necessary action.

- ✚ Validation of all Work Orders/Purchase Orders/Contract Orders for West Zone states and recommend suitable clause in WO/PO/CO.
- ✚ Identifying top performing vendors and engaging them to become business partners to M/s Sterlite Technologies limited by repeat work orders to them.
- ✚ Ensuring timely resolution of issues of states pertaining to award of Contracts, vendor performance, execution of work, vendor payments etc.
- ✚ Ensuring 100 % Compliance to internal process as per SOP.

### Supply Chain Manager

*Reliance Jio Infocom Limited, Mumbai*

*Nov 2012–Nov 2018*

- ✚ Awarded contract for **Warehouse up gradation** (Civil, erection, Fabrication & Electrical) for **West Zone** (Maharashtra, MP, Mumbai, Gujarat)
- ✚ Establishing the time span of project execution. Preparing schedule of projects; resources schedules, execution methodologies, milestones, cash flow projections/budgets. Monitoring the quality and enhanced productivity in allocated project within time & cost parameters.
- ✚ Successfully roll out GST with migrated all Work Orders in Reliance Jio Infocom Limited.
- ✚ Control procurement & contract function for establish of OFC network in Chhattisgarh circle as State **Procurement & Contract Head in 2016-17**.
- ✚ Vendor finalization, rate negotiation and ordering of Fibre laying work at Gujarat & Chhattisgarh circles for both intra-city & NLD.
- ✚ Finalization of rate contracts for large facilities work like Civil & electrical works in **ILA, AG2, AG3, IDC** etc.
- ✚ Finalization of Structure Stability & Soil investigation vendors and Issued WO for Gujarat & Maharashtra circle.
- ✚ Procurement of Precast Manholes for Gujarat, Maharashtra & CG circles to fulfil the project requirement and saving achieved approx. **Rs.5 Crore in 2014-2017**.
- ✚ Finalized and issued Work order for **Fiber rectification work, Civil FRT, Last Mile Connectivity** etc.
- ✚ Monitoring Daily Casting Report of Manhole for Gujarat, Chhattisgarh & Maharashtra Circle to avoid any short fall in any of the city.
- ✚ Resolution of Vendor Issues, Payment issues etc. Follow up with NHQ Finance to expedite the payments for supply/ services for west zone.
- ✚ Ensuring timely MIS/Reports and other required data as per management's requirement.
- ✚ Providing updates to management with the current situation/progress/status/issues and its resolution on ground.
- ✚ Vendor Performance Management, ensuring vendor evaluation at regular intervals for Audit.

### Assistant Manager-SCM

*JSW Steel Limited, Mumbai*

*GET-Aug 2006–Nov 2012*

- ✚ Developing & implementing various customized Stores, Logistical solution, & Distribution Network for the different divisions and the External customers associated with the organization.
- ✚ Designing of contract terms & clauses as per the requirement of the Purchase Order, like variable priced contracts, Annual Rate contracts [ARC], Tonnage Based contracts, designing of Letter Of Intent [LOI] in cases of emergency & unavailability of Purchase Order.
- ✚ Finalized the contracts of Manpower & General Services.
- ✚ Maximized vendor development for each requirement so that price and availability is ensured at all times.

- ✚ Facilitated E-Sourcing and conducting E-Auction for procurement by carrying out thorough comparative study between offers of services and commercial terms of different vendors of various services.
- ✚ Finalized Service Level Agreements and Purchase Orders ensuring standard operating principal as per the company policy.
- ✚ Evaluated vendor's capabilities, sourcing, In-house Quality Control systems, financial strength, delivery schedules and acceptance of payment terms.
- ✚ Interfaced with user departments for Technical Approvals and Vendors for Commercial Terms.
- ✚ Processed Shopping cart (Indent) to Purchase Order in SAP R/3 (MM), MYSAP SRM & SAP PRD for Purchase Department as support & end user.
- ✚ Proactively handling entire gamut of Hiring of Mobile equipment's, Raw Material handling contracts, Generating RFQ as require by user department and Preparing purchase proposal before issue the work order and analysis the cost of contracts.
- ✚ Conventional Contracts of equipment hiring on hourly basis were converted into activity-based contracts on tonnage basis.
- ✚ Successfully carried out Cost Reduction drive on regular basis during every individual Contract renewal. Savings achieved during 2011 – 12 amounts to Rs.4 Crore.
- ✚ Finalized the Annual Rate Contract (ARC) for industrial mobile equipment's contracts for the year 2012- 2013.

#### Area of Expertise

- ✚ Procurement Management
- ✚ Contract Management
- ✚ Project Management and control
- ✚ Material Management
- ✚ Budget & Controlling Management
- ✚ Vendor development
- ✚ Performance Management
- ✚ E-Auction
- ✚ Strategic Planning
- ✚ Decision Making
- ✚ Ariba Implementation

#### EDUCATION

- ✚ Master's in business administration in Operation Management from Sikkim Manipal University (2011) and secured 71.0 %.
- ✚ Bachelor of Technology in Production Engineering from National Institute of Technology, Trichy, TamilNadu (2006), Secured 7.16 CGPA.

#### TRAININGS UNDERGONE

- ✚ Widespread trainings in all the divisions of the JSW ISPAT Steel Ltd. viz. Latest Technologies on Steel Making, Works, Six Sigma, TPM, Optimization, Project and Engineering, Supply Chain Management, Marketing and Sales, etc.
- ✚ Training on Positive attitude, business development, and development of healthy work culture at the work place.
- ✚ Training on Behaviour to successfully use interaction with others in the workplace.

#### Procurement related

- ✚ Attended training sessions for the Vendor development & Maintaining Vendor relations.
- ✚ Regular training courses on **ARIBA, SAP-ERP, PRD MM and MY SAP SRM** were attended.
- ✚ Trainings on Conduction of Online auctions to promote E- Procurement amongst all vendors.
- ✚ Undergone various training sessions for Effective Cost reduction & optimization processes.

## IT SKILLS

- ✦ MS Word, MS Excel and MS PowerPoint, Microsoft Outlook 2010
- ✦ SAP-MM (Materials Management) Module (End User), My SAP (SRM), SAP PRD, IBM- Lotus Notes, MS Project, Internet, and web-based applications & MULTISYM
- ✦ Highly organized, detail-oriented, with an analytical approach to problem-solving and excellent oral and written communication skills

## PERSONAL DOSSIER

**Date of Birth** : 6<sup>th</sup> June 1984  
**Nationality** : Indian  
**Passport No.** : R6254360  
**Marital Status** : Married  
**Languages Known** : English and Hindi  
**Permanent Address** : 157 G/2, West Arjun Nagar, Near Modern public School,  
Agra 282001, Uttar Pradesh, India.  
**Contact Details** : 7738328616/8451945606  
**Notice Period** : 90 days  
**Current CTC** : Rs.19.52 lacs