

NAYEE KIRANKUMAR. J

MBA with 14+ year of Experience in Procurement of Capex and Opex in pharma, Engineering. and chemical industry.

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To accept a responsible and challenging position which can allow me to explore my abilities, experience, skills and sense of dedication towards my duties. & To utilize my skills and knowledge for contribute in achieving organization goal.

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PERSONAL DETAILS:-

Address: - G301, Matrusanidhya,
New Maninagar, Near Baroda
expressway, Ahmedabad-380026

Birth Date: - 2nd April, 1985

Languages Known: - English, Hindi,
Gujarati

Hobbies: - Research and to perform
creative tasks.

EDUCATIONAL DETAILS:-

MBA form -DBM S.P.C.E Visangar
in 2009

CORE COMPETENCIES:-

Coupa, JDE Edward, SAP, BAAN-
IV, ERP Software, Microsoft Office,
Internet, Tally 5.4, FoxPro, ARIBA.
Import-Export management.

E -PROCUREMENT: -

ARIBA, Vendex and COUPA (core
team Member)

AREA OF INTREST:-

Pharma Industry
Engineering industry
Chemical industry

STRENGTHS:-

Strong Analytical skills, Negotiation
Skill, and ability to work in team and
deliver under deadlines.

AWARD AND RECOGNITION:-**Amneal pharmaceutical pvt ltd. -Achievement:-**

- ➔ Received Team of Quarter for the Cost saving & new vendor development against existing requirement for Injectable Production line spare in April 2022.
- ➔ Received Team of Quarter for the New manufacturing site readiness and Modifying facility to take Approval of FDA/ CDSCO for manufacturing license to qualify the equipment's and utilities in May 2021.
- ➔ Received Team of Quarter for the Processing 274 capex in Q-4 out of 615 capex in the entire year in Feb 2021.
- ➔ Received Team of Quarter for the Implementation of audit trail for SOX critical masters & Opex Budget module and saved Money year in June 2019.
- ➔ To be part of super user team in COUPA implementation project in indirect procurement from the India site.
- ➔ To be participated to find out the GAP in current process and system for provided suggestion for improvement with team of Motherson Project.

Larsen & Toubro ltd- Achievement:-

- ➔ Received Team of Quarter for the cost saving with new vendor development for COMMETO crane spare in April 2014.
- ➔ Received Team of Quarter for the Develop new Quality system for receipt material at store in Nov 2013.
- ➔ Received Team of Quarter for the Alternative vendor development for Main bottom Gasket in May 2013.

➤ **WORKING ORGANITION & RESPONSIBILITY:-**

Company: “AMNEAL PHARMACEUTICALS PVT. LTD at Ahmedabad.

Duration: - 18th May 2015 onward.

Designation: -Deputy purchase manager.

Job Profile:-

- Responsible to fulfill the all the **Project requirement/ Capex** requirement like, Civil work, Clean room Panel and ceiling Work, HVAC work, / Electrification Work, light fitting, Piping work & Plumbing work and Engineering Equipment like. Chiller, DG set, Transformer, Chiller, Air Compressor, Colling tower, Water system Etc.
- Handle all the **Opex procurement for the Engineering and production Dept**, like Engineering items, Plant & Maintenance Items like, machine Spare, Water system Spare, Utility and facility Items, HVAC spare and Electrical Items and ETP and EHS Items for OSD and injectable plant and OSD plant.
- Collect Indent/ PR with URS/ RFP/ technical Specification, BOQ and drawing from user as per requirement from Engineering team, Production team, EHS, warehouse Team etc.
- To Understand the requirement and process for RFQ. And Get techno commercial Offer from approved vendor.
- Take technical Evaluation feedback from user and prepare Commercial Evaluation report and prepare Score card.
- Make comparative analysis and finalized the purchase order and releasing PO in JD Edwards Enterprise system with proper terms & conditions.
- Prepare Annual rate contract for bulk buying material like Electrical items, hardware items, Pneumatic items, OEM Spare and consumable Etc. and Also Prepare ARC for service like: - Epoxy work, Insulation work, Motor rewinding work, Plumbing work, AC service, Painting work, Fabrication work Etc.
- Prepare AMC/ CMC with OEM for compressor, chiller, RO system, DG Set, TOC analyzer Etc.
- Purchase the materials within the given time frame as mentioned in the indent.
- Prepare monthly dashboard report: - PR to PO status and with delivery report, Saving report, New vendor development report against OEM.
- Track the Open PR list, Open order status, Advance payment Status, and Open GRN status and Payment Status of vendor.
- Ensure continuous & uninterrupted supply of product maintaining a steady flow of materials with optimum efficiency and provide continuous service Support.
- Coordinate with plants, accounts, transportation, store, dept. for day-to-day requirement.
- Ensure that the supplier fulfill the all-legal requirement of documents/ statutory requirement/ Health & safety requirement for the purchased material and provided service.
- To prepare monthly MIS/Dashboard report, and share with user and Management for their future planning. And also track the budget V/s. actual order placed value for Saving report.

➤ **EXPERINCE:-**

1) Company: LARSEN & TOUBRO LTD, Shipbuilding at Surat

Duration: - 25th July 2011 to 05th May 2015.

Designation: -Purchase Engineer

Job Profile:-

- Responsible for the all factory operating supplies material Like **packing Material, Structural items, PPE items, welding consumable, stationery, oil & lubricant, Chemical & Adhesive items, Fastener, Gasket and, Insulation items.**
- To collect Quotations, Negotiations with Suppliers in regard to Price, Specification, delivery, discount, payment and releasing PO in ERP-**BAAN-IV** system with proper terms & conditions.
- Make comparative analysis and finalized the purchase order.
- Identify opportunities to create effective sustainable partnerships with suppliers by negotiating and securing deals in the supply base in order to drive a profitability step change
- To ensure that the supplier is providing all legal documents for the materials purchased as per the requirements legal procedure. & follow documented **EQHSMS** and **ISO 9001-2008**.
- To make Supplier evaluation report every quarter & send to supplier for their feedback Improvement.

Key Project:-

Involved in below mentioned commercial & Government Project during tenure in L&T

1. **Biglift (Netherland)-Project happy sky-Heavy lift vessel (Year 2011-2012)**
2. **Rolldock- Project--Heavy lift vessel- Project-81003N-81004N**
3. **Government Project –CGRPT - Indian Cost guard Project-35001-35054**

2) Company: Colourtex Industries Ltd. Surat (Mfg. Textile & Leather dyes)

Duration: - 20th Nov 2009 to 20th July 2011

Designation: -Purchase Officer

Job Profile:-

- Responsible for the fulfill of liquid chemical (Basis Chemical) Intermediates, Dyes and Solvent on time to all site.
- To coordinate with Supplier, plants, sales, accounts, transportation, store, laboratory for day-to-day requirement.
- To find out new product suppliers from the local market as well as foreign market for R&D purpose and collect the MSDS report and COA for particular new product development and submit to R & D Department, and register vendor in SAP System.
- Issue of purchase order to the approved vendors in SAP ECC 6.0.
- To Responsible for routine purchase activity and follow-up for delivery and maintain stock for production.
- To prepare the price comparison report in every month for all raw material and Also Prepare purchase value in every month and compare with previous month and submit report to GM of purchase. (Price Trend Report)
- To ensure that the supplier is providing all legal documents for the materials purchased as per the requirements legal procedure and Follow documented EQHSMS and ISO 9001-2008.

DECLARATION:-

I, kiran nayee hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

(Nayee kiran kumar)