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| **RESUME** | |
| **M.Dilip Krishna**  Gandhinagar ,Gujarat Contact No: +91-8467042335  **Email:** dilip.krish1988@gmail.com |  |



*Offering 6years of expertise experience across Materials, Contracts &Procurement Activities &and having skills in MM business processes and SAP MM tools, Have worked in Inventory, Purchasing fields.*



**PROFILE**

* Diligent Engineer with progressive career in procurement in SAP Material Management & SCM and overall management of Materials Management, Inventory Control and Vendor Development related functions. Currently working with **Oillex Ltd** as a **Procurement Executive.**
* Playing vital role in Drilling and petroleum engineering department associatedrequirements.
* Having practical exposure across SAP-MM, Material Management software application, Procon, Ariba& having proficiency across Windows& MS Office.
* An articulate communicator with proven interpersonal and negotiation skills, honed with excellence and ability to work under pressure in a fast-paced, competitive customer sensitive environment.
* Demonstrated capability in organizing regular User training on PR,PO, Pricing, Goods Receipt Note, Goods Issue & Logistic Invoicing, Stock Availability, Physical Inventory Document (PID) & Process etc.

**Core Competencies:**

*Vendor Network Management◈ Inventory Control◈SAP/R3 Customization – MM ◈ Need Assessment & Gap Analysis ◈ MM Business Processes◈Project Management ◈ Training & Development ◈ MIS Reporting◈Team Management ◈ Technical Aspect of Projects◈ “Procon software” for tendering*



**TECHNICAL SKILLS**

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| **ERP Packages** | SAP R/3 |
| **Functional Modules** | MM |
| **Catalogue Management Tool (CMT)** | SHELL International |
| **Contract Management Tool** | ARIBA ,PROCON, |
| **Material Management Control system** | SAP MM |
| **Operating System** | Windows 2000, Vista |
| **Tools & Package** | MS Office,Ms Excel |



**PROFESSIONAL EXPERIENCE:-**

**Oilex Limited:- May 15- Till date**

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| **Title** | Oilex Ltd, Gandhinagar  (As a direct consultant to the Company.) |
| **Team Size** | 8Members (Supply Chain & logistics Dept) |
| **Designation** | Procurement Executive |
| **Duration** | April 15 to Till date |
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**Cairn India Limited:- June’13- Apr 2015**

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| **Title** | Cairn India Limited, Gurgaon  On Contract basis of Corbus India Pvt Ltd. |
| **Team Size** | 9Members (Contracts &Procurement( Drilling & Pet EnggDept)) |
| **Designation** | Senior Associate |
| **Duration** | June13 to March 2015 |
| **Software** | SAP ECC 6.0,Ariba. |

**Roles and Responsibilities:-**

* Detailed knowledge of Contracts & tendering process.
* Responsible for EOI publishing & collating responses to till completion of prequalification, Issue of Invitation to tender, Tender clarifications & follow up with vendors to receive the technical & commercial Bids and up to getting appropriate approvals for ROA in time in “**Ariba”** software.
* Configuration of Contracts, which includes Planning, Strategy of contracts , Contracts Requisition form with appropriate Scope of work, Risk Assessment, Expression of Interest (EOI), Pre- Qualification , Market Assessment, Procuring strategy , Issuing invitation for Tenders (ITT), Tender clarifications, tender bulletins, Bid Reports, Technical Evaluation report, Commercial Evaluation Reports , Contract & tender board approvals & Contracts in SAP & all documentation process.
* Responsible for coordinating with the technical team to take their approvals on Technical Bids & Technical Evaluation reportspreparation of Commercial Evaluation reports etc.
* Responsible in obtaining approvals from the Contracts committee for the technical & commercials Bid evaluation reports or as required by C& P policies.
* Follow up with vendors to ensure to receive the all the statutory documents like Personal Bank Guarantee (PBG), Insurance certificates , Ethical conduct compliance, Tax registration certificates, Etc.
* Preparation of contracts in SAP.Detailed knowledge of Material master data, vendor master data and Purchase Master Data.
* Configuration of Purchasing Documents, which includes Purchase Request (PR),Request for Quotation (RFQ), Outline Agreement, Purchase Order (PO).
* Responsible for development of new parts for which floating enquires, preparing comparative statements, negotiation and finalization of quotes with the supplier.
* Follow up with the supplier (daily) to ensure timely delivery of the materials as per our schedules.
* Ensure timely delivery of materials to sub-contracting suppliers and timely receipts of finished materials.
* Preparation of purchase order and other related documents in **SAP.**
* Detailed knowledge of Material code creation, vendor code creation & all **SAP**Buyer related activities.
* Detailed knowledge of purchasing, material files. Work experience includes the following MM sub-modules: Master data creation, Purchasing and Pricing Management, Purchasing, Vendor Evaluation and Physical Inventory, Warehouse Management. Inventory management through management of stock take exercises.
* Configuration of Purchasing Master Data such as Source List, Info Record, Vendor and Pricing.
* Follow up with the supplier (daily) to ensure timely delivery of the materials as per our schedules.
* Reporting of schedule adherence, shortage, GR rejection, line rejection of supplier components.
* Support **MIS** in organizing the report generation from **SAP**.

**BG Exploration & Production India Limited:- FEB’11- May’ 13**

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| **Title** | British Gas Exploration & India Limited, Powai  On contract Basis of Hyperion IT |
| **Team Size** | 5 Members (Physical Inventory) |
| **Designation** | Physical Inventory Engineer |
| **Duration** | Feb11 to May’ 13 |
| **Software** | SAP ECC 6.0, SAP R/3 4.6B, Procon (Tendering tool), Webtop Documentum |

**Roles and responsibilities:-**

* Identify the materials, which are having more than one storage location in SAP were physically verified to consolidate them at a single location.
* Reconciliation of materials by updating the quantities which are verified as per the manual ‘Master Count Sheet’ which is generate in SAP. Accordingly the same changes of storage location are updated in SAP with current state of material such as OS&D (over, short & damage).
* System transactions of these inter location movements by internal stock transfer order.
* Documentation, Updating the codes and description of the materials.
* All materials are shelved in orderly and professional manner.
* Maintained good communication with supervisors, sub-ordinates and co-workers. Controlled the entire inventory to plan maintenance of all the machinery's.

**JAGSON INTERNATINAL LIMITED JULY’09 – JAN’11**

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| **Title** | JagsonInternatinal Limited,Mumbai  On contract Basis of Hyperion IT |
| **Team Size** | 6 Members (Supply chain ManagementDept) |
| **Designation** | Material Engineer |
| **Duration** | July’ 09 – Jan‘11 |
| **Software** | Maximo, Documentum |

**Roles and responsibilities:-**

* Maintaining the store at rig site with full inventory by manual files and Maximo in System.
* Raising Material requisition on discussion with User and process the MR for approval of Rig manager.
* Purchasing material in local market which is urgent as per the operational requirement.
* Coordinating with purchase team regarding the specification.
* Expediting the material delivery from the vendor based on the delivery due date.
* Preparing the Good receipt note manually and in system after the physical verification and inspected by respective authorized personal.
* Preparing the critical requirement of material on site and send the same to procurement dept. on weekly basis.
* Managing the material internal movement within the company to other location based on the utilization. (Internal movement for other rigs in same location)



**STRENGTHS**

* Strong communication, presentation and interpersonal skills.
* Learning ability and able to quickly adapt to new technologies and environment.
* Ability to perform under pressure and time constraint environment.



**ACADEMIC CREDENDIALS**

**Bachelor of Engineering (Electronics &Communication) 2009**

Thiruvalluvar College of Engineering & Technology, Secured 64%

**Higher Secondary 2003**

Nalanda Junior College, Secured 83%

**Academic Project**

**Title:**Zig bee based wireless control system.



**Date of Birth:**12thApril, 1988

**Language Proficiency:** Telugu, Tamil, Hindi & English

**Permanent Address:**I 301, Swagat Flamingo,Saragasan cross roads, Gandhinagar – 382009, Gujarat, India