

SHUBHENDU VERMA

TECHNICAL PROCUREMENT EXECUTIVE

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CAREER SUMMARY

Marine Engineering graduate with 9+ months of experience in technical procurement, specializing in the maritime supply chain and Ship Management support. Expertise includes the planning of complex procurement activities for vessels. Proven success in securing timely availability of materials through focused vendor negotiation and achieving exceptional cost competitiveness. Effectively coordinates with Technical Superintendents and Fleet Managers to manage critical supply requirements. Proficient in the full invoicing process and international logistics coordination.

PROFESSIONAL EXPERIENCE

TECHNICAL PROCUREMENT EXECUTIVE | Vibrant Solutions Org | Seawoods, Mumbai

May 2025 – Present

- Executed the full technical buying cycle, supporting client requisitions for marine spare parts and services.
- Directly coordinated with client Technical Superintendents to confirm actual requirements and validate that the material offered was suitable for vessel use and replaceable.
- Managed the supplier base, strategically negotiating with existing vendors to ensure optimal cost competitiveness and best material suitability.
- Liaised directly with Technical Superintendents and Fleet Managers (clients) to determine the criticality of material requests and communicate product specifications.
- Monitored Purchase Requests (PR) daily to control pending orders and resolve recurring supply challenges for vessels.
- Managed queries pertaining to vendors and confirmed supply details to clients to proactively avoid wrong supplies.
- Verified and processed PO details and invoices; ensured invoices are processed without delays and managed vendor payments by liaising with the accounts team.
- Coordinated with the dispatch team and freight forwarders, managing logistics to ensure materials are safely transported to required ports/locations.
- Managed vendor quotation analysis and cost breakdowns, ensuring accurate financial data for invoicing and payment processing, which directly supports the client's internal Review of CC cost of vessels and cost control objectives.

CORE COMPETENCIES & TECHNICAL EXPERTISE

Procurement & Finance	Logistics & Operations	Technical & Software
Vessel Purchase Activities	Material Transportation	Knowledge of parts, tools, and technical knowledge of the machineries and supplies
Vendor Negotiation	Dispatch Team Coordination	MS Excel skills
Cost Competitiveness	Port Details & Supply	Understanding of Invoicing/Purchase Process
Invoice Processing	International Currencies/Geography	ERP System Management (Basic Knowledge)
Purchase Request (PR) Monitoring	Supply Chain Coordination	

EDUCATION

Bachelor of Technology (B. TECH) - Marine Engineering | Indian Maritime University | 2017 – 2021

Grade: 78.36%

CERTIFICATIONS

- Microsoft Office Suite
- Communication with Confidence (PMI & LinkedIn)
- STCW Certificates: PST / EFA / PS&SR / FR&F / Security
- Marine Workshop Training – Indian Naval Dockyard & Mazagon Dock
- Basic Training: Liquefied Gas Tanker Cargo Operations, Oil & Chemical Tanker Cargo Operations, Enclosed Space Entry & Environmental & Social Safety (Safer+R)

ACHIEVEMENTS

- Secured Academic Scholarship for performance in 2nd and 3rd semesters
- Placed at Fleet Management Pvt. Ltd. through campus recruitment
- Contributed to client satisfaction improvement through accurate documentation and communication

LANGUAGES

- English: Fluent
- Hindi: Fluent