

Vishnu Kant

Procurement Officer



7 Years 11 Months



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Profile Summary

Seasoned procurement professional with 8 years of diverse experience in contract management, vendor relations, negotiations, and end-to-end procurement. Proven track record in managing procurement across multiple sectors, including private & public entities. Expertise in procurement strategies from micro to macro levels, with a strong understanding of GFR compliance and government e-procurement processes.



Education

MBA/PGDM, 2016

Rajendra Agricultural University, Samastipur

B.Sc, 2013

Dr. Bhim Rao Ambedkar University (BRAU),
Bihar

12th, 2010

Bihar, English

10th, 2008

CBSE, English



Key skills

- Procurement Planning
- Procurement Management
- Procurement Contracts
- Service Procurement
- Bid Management
- Bid Evaluation
- RFP
- SOW
- Purchase Order
- Contract Management
- GeM
- GFR
- World Bank Procurement
- CPPP



Personal Information

City **New Delhi**

Country **INDIA**



Languages

- HINDI
- ENGLISH



Social links



Work Experience

Nov 2023 - Present

Procurement Officer
WASH Institute

1. Led procurement strategy development and execution to optimize cost-effectiveness.
2. Assisted Program Director in crafting Terms of Reference for procurement needs.
3. Maintained comprehensive procurement files for audit, legal, and statutory obligations.
4. Collaborated with stakeholders to clarify requirements and

ensure smooth procurement processes.

5. Assessed, managed, and mitigated procurement-related risks.
6. Coordinated delivery schedules and quantities to meet project timelines and requirements.
7. Monitored and forecasted demand levels for proactive procurement.
8. Evaluated proposals and oversaw contracts and grant awards.

Jun 2017 - Oct 2023

Procurement Manager

Bihar Rural Livelihoods Promotion Society(BRLPS)

1. Ensured procurement adhered to World Bank/GFR policies, orders, guidelines, and procedures.
2. Drafted Request for Expression of Interest (REoI), Request for Proposals (RFP) & Terms of Reference (ToR).
3. Managed pre-qualification and bidding processes from pre-qualification to contract negotiation and award.
4. Drafted contracts, purchase orders, and work orders for downstream engagements.
5. Managed PO creation in ERP platform, coordinating with Projects and Finance departments.
6. Administered contracts, handling amendments, renewals, and terminations.
7. Developed and implemented best practices for contracting and contract management.
8. Maintained systematic procurement-related records and documentation for audit and review purposes.
9. Conducted procurement through Government-E-Marketplace (GeM).
10. Coordinated with user departments for E-tendering processes on government e-procurement portals (CPPP, GeM).
11. Created Purchase Requisitions (PR), Purchase Orders (PO), and reports.
12. Arranged and attended events like pre-bid meetings and technical presentations as necessary.
13. Ensured compliance with General Financial Rules (GFR) in all procurement activities.

Sep 2016 - May 2017

Management Trainee

National Bulk Handling Corporation Private Limited

1. Developed business through channels such as rice/wheat millers, traders, banks, and individuals.
2. Executed orders and enquiries from referrals, cold calling, and direct marketing.
3. Developed Standard Operating Procedure for procurement of grains and operations through the warehouse.
4. Addressed requests efficiently without jeopardizing quality and profitability.
5. Recognized client demands and provided personalized solutions.
6. Implemented a consistent product supply chain for seamless execution.
7. Collected receivables and raised invoices as per agreements.
8. Interviewed personnel for local hiring.



Projects

120 Days

A study on paddy procurement process by NCML in Jharkhand

1. Process: NCML handles paddy procurement, quality checks, warehousing, and distribution.
2. Opportunities: Expand markets, integrate technology, form partnerships, and adopt sustainable practices.
3. Challenges: Ensure quality control, manage infrastructure, handle logistics, engage farmers, and comply with regulations.

60 Days

Market size of respective molecules in Bettiah District of Bihar

1. Study of total market size of Hexaconazole and Mychoriza Granule.
2. Study of channel level engagement programme of competition.
3. Formulation of strategies to enhance the sales of these molecules.



Certification

- Diploma in Computer Application from MSACT
- Executive Development Program in Digital Supply Chain & Logistics Management from IIM Visakhapatnam
- Certificate Program in Public Procurement from The World

Bank

- Certificate Program in Contract Management from The World Bank