



## RANJAYA KESHORI SAHU

Flat No 003, Vysa-2, Debashram SBI Colony, Keshura, **Bhubaneswar**, Dist. Khurda, Odisha - 751002

Cell.No: 07008597286 or 09938652856 | [sahu.ranjay1@gmail.com](mailto:sahu.ranjay1@gmail.com), [ranjayakeshorisahu@yahoo.in](mailto:ranjayakeshorisahu@yahoo.in)

---

### PROCUREMENT, STORES MANAGEMENT, SUPPLY CHAIN MANAGEMENT PROFESSIONAL

Purchase/ Procurement Material Management Vendor Development/ Management Stores Management  
Packaging Client Management Negotiation Supply Chain Management Dispatch Material Management Inventory  
Management Liaison

---

#### Profile:

- Accomplished professional with more than 20 years of experience in handling stores management, supply chain management, operations management, logistics, purchase, materials management, inventory management, warehouse management, vendor development, cost savings and waste reduction
  - Displayed professional agility in generating remarkable savings through effective evaluation of vendors and developing cost-effective alternatives for various operations
  - Demonstrated excellence in formulating materials sourcing/ procurement plans for cost-efficient sourcing and developing domestic/ global sources of supply to ensure business continuity matrix and smooth operations
  - Robust record of success in designing inventory/dispatch/logistics plans to derive maximum economy in utilization of vehicles/ containers in transportation of materials
  - Deft in logistics management, material & inventory management for streamlining entire in-bound supply chain management to achieve overall operational economy
  - Proficient in implementing cost-reduction measures to rationalize costs of inputs without compromising on quality.
- 

#### Professional Experience:

Working at Kalpataru Projects International Limited as Asst.Manager stores, Koraput District,Odisha.  
SAP MM System.

MEGHA ENGINEERING AND INFRASTRUCTURES LIMITED as Associate Manager( Purchase &Stores)...GWLP(WRD projects). 1<sup>st</sup> October 2018 to 05.07.2023 REGIONAL **OFFICE( BIHAR REGION)**

**Software using – ERP & SAP Material Management System**

LARSEN AND TOUBRO LIMITED, as Asst.Manager (Stores) since 1<sup>st</sup> Oct 2017 – 30<sup>th</sup> Sept 2018  
**REGIONAL OFFICE**

## **ERP Material Software using Management System**

Larsen & Toubro is a major technology, engineering, construction, manufacturing and financial services conglomerate, with global operations. L&T addresses critical needs in key sectors - Hydrocarbon, Infrastructure, Power, Process Industries and Defense - for customers in over 30 countries around the world. L&T is engaged in core, high impact sectors of the economy and our integrated capabilities span the entire spectrum of 'design to deliver'. With over 7 decades of a strong, customer focused approach and a continuous quest for world-class quality, we have unmatched expertise across Technology, Engineering, Construction, Infrastructure Projects and Manufacturing, and maintain a leadership in all our major lines of business.

**ACB INDIA Limited (ARYAN GROUP), 2x300MW TPP ,April 2016 – 30<sup>th</sup> Nov 2017**

**Sr.Officer– Purchase & Store**

**Site Office**

## **Software using – SAP System Material Management**

### **Responsibilities**

- Spearheading the efforts across monitoring and handling stores management operations pertaining to purchase, receipt of goods, inspection, storage, cataloguing, inventory and monitoring incoming/ outgoing of material
- Monitoring procurement activities for raw materials, mechanical engineering materials and civil work materials, price negotiation, ordering & coordinating with related departments to ensure timely availability of materials.
- Identifying and developing potential sources of supply and driving purchase initiatives to conclude purchase contracts on most competitive rates/ commercial terms and conditions with deft application of negotiation skills.
- Identifying sources, negotiating and contracting for wide range of indirect materials and services like freight, Inbound and Outbound, HSD, Consumables, OEM Spares and Stationery, Equipments and consumables
- Responsible for the procurement of Plants, Equipments, Machinery, Mechanical spare parts, Electrical, VT & Safety, work and other items required.
- Managing inventory through ABC Analysis and physical stock verification & replenishing it as per demand/ supply forecasts
- Handling inventory to curtail inventory-holding expenses in adherence to minimum inventory level to minimize wastage
- Ensuring that there is no dead inventory and long moving spares in stores along with minimum inventory cost of stores
- Steering strategic sourcing through identification of cost effective vendors/suppliers for procurement with an aim of reducing cost while improving quality & reliability.
- Responsible for Dispatch planning as per customer requirement, handling the Transportation, providing delivery on time to run the customer line smoothly.
- Conducting Vendor analysis & appointing vendors' to source quality products. Assessing vendors' performance on the basis of percentage for post cost submissions. Managing price negotiation, finalizing purchase order rate/quarterly roll out plans.
- Managing logistic functions including negotiating with transporters for cost effective transport solutions and clearances
- Interfacing with suppliers for material delivery at warehouse, assuring storage of materials in an organized manner.

- Proactively contributing in establishing alliances with financially strong & reliable suppliers, strengthening vendor source, and developing alternate source of suppliers.
- Handling material management functions, receiving material in compliance with purchase order formalities and indents placed while authenticating documents with incoming materials.
- Streamlining uploading/downloading of supplies to/from warehouse ensuring optimum level of stock & bottleneck free movements.
- Ensuring proper receipt, stacking and management of materials at warehouse & implementing safety measures for smooth stock operations.
- Driving the efforts across minimizing cost while maintaining the standard quality by handling Quality, Cost & Delivery.
- Ensuring minimum wastage to increase productivity and revenue by taking measures for cost reduction
- Providing quality standards for operational areas & ensuring adherence to quality standards.
- Maintaining LIFO and FIFO systems in issue and MIS of daily and monthly consumption
- Performing Stock audit, internal audit, surveillance audit, ISO, OH&S Management Programmer & Audit and reports

## **Indian Metals & Ferro Alloys Limited (IMFA GROUP), since June 2010-March 2016**

**Officer (Purchase & Store) in Regional Head Office**

### **Software using – ERP/SAP System Material Management**

- Implement purchasing policies, systems and procedures in accordance with Company standards.
- Monitor vendors for quality, service and price through standard purchasing specifications.
- Obtain competitive quotations for Plant/site requirements and ensure that the best product is sourced and purchased.
- Calls for quotations for any items costing more than (As per company policy) and inquire into prices from various suppliers.
- A minimum of three independent genuine quotations must be obtained.
- Establish contracts to ensure reduced pricing for all operating areas of the Plant/Site.
- Ensures that all order receiving dates are updated by the buyers according to the suppliers promised delivery dates.
- Ensures that all authorized or approved purchase orders are sent to their respective suppliers/vendors for delivery purposes on a daily basis.
- Ensures & verifies that quotations are regularly updated and supplier's new current price lists are maintained.
- Ensure the efficient operation of the Purchasing Department in all aspects.
- Obtains written approval for established Minimum / Maximum stock levels by the End-user, financial controller and general manager.
- Approves all addition requests for new storeroom items, checking correct item description, unit, packing, and category and establishes Min/Max estimated stock levels.

- Verify the 'pending orders' report on a daily basis, and all pending orders are checked and verified regularly.
- On a daily basis prepare list of to be cancelled orders and sent to accounts for deletion, with appropriate reasons.
- Issues regularly slow moving item lists.
- Ensures validity of items available, force issue obsolete items and follows up on action taken for disposal.
- Verifies that all documentation and proper quotations are maintained and filed according to Policy and Procedure requirements.
- Approves all storeroom re-order requests, verifying quantities within the established Min/Max stock levels.
- Responsible for all administrative functions of the Materials Department, staffing, training and execution of other related duties.
- Responsible for all purchasing functions, quotations, quality and availability.
- Responsible for physical control of all store items until issued, fully documented under strict control procedures (key control, timing schedule, authorized issue requests).
- Responsible for maintaining logical storeroom inventory levels operationally needed.
- Spot checks storeroom requests if properly maintained, verifies quantity requested and issued, proper items received by signatories & ID availability.
- Spot-checks entered system quotations, period validity, quotes locked by, etc.
- Ensures that the suppliers follow the rules relating to hygiene of goods deliver
- Keeps all records in a way that they can be checked at any time for information or audit purposes.
- Liaison with the Assistant General Manager, Sr. Manager Purchase, Receiving Agent, Stores Supervisor and F&B Cost Controller
- Maintains all documents, files and listings up-to-date and performs his duties in the most efficient manner.
- Willing to work a flexible schedule in order to accomplish all major responsibilities and tasks.

## **PRADHAN STEEL & POWER PVT LTD, JODA, KEONJHAR, July 2006 – June 2010**

### **Sr.Executive (Purchase) HEAD OFFICE**

- Planning and coordinating for procurement of equipment.
- Identifying and developing a reliable vendor base for cost effective sourcing of the same.
- Coordinating for procurement of commercial actives, engineering & Electrical equipment , Generator , UPS etc.
- Ensuring that stationery or equipments are on the shelf in the right quantity.
- Recognizing when an employee has asked for stationery or equipments.
- Monthly stock count & accountability of pantry consumables.
- Inventory control & data entry of consumable stock in pantry area.
- Ensure control procedure for purchase and issue of stores.
- Vendor management for stationery, travel agents, courier agents, and all allied third party service providers and Tie-up with hospitals in case of Emergency.
- General procurement and renewal maintenance contracts.
- Identifying ,Selecting, Developing dedicated vendors sources for achieving cost effective Purchase of materials/service and reduction in delivery time.

## **W.B. ENGINEERS INTERNATIONAL PVT LTD, JODA, KEOJHAR, November 1999 – July 2006**

**Asst. Officer (Commercial) Site Office**

- Liaising with necessary bodies for stationary, computer maintenance requirement and AMCs.
- Coordinating with accounts dept, Production department of group companies.
- Ensure strict compliance to quality for housekeeping ,security service, company leased Accommodations, Guest House Maintenance and Coordination of internal events.
- Supervising the housekeeping staff, security staff, etc.
- Employee seating arrangement in coordination with operations.
- Executing assigned document custodianship responsibilities inclusive of sorting, binding, Packaging, organizing, transmitting, achieving books, files and documents as well as Guest house records and correspondence.
- Ensuring referencing of documents as per requirements their proper safe keeping and Quality output.

---

**EDUCATIONAL QUALIFICATIONS**

- **M.B.A.,** North Orissa University
- **Post-Graduation Diploma in Logistic Supply Chain Management**
- **B.Com,** Utkal University

---

**Date of Birth:** 8 June 1976

**Languages Known:** English, Hindi and Oriya

**Present Salary:** 8.20lacs P.A +Incentive + Family accommodation +other facilities

**Expected Salary** Negatiable

**RANJAYA KESHORI SAHU)**