



## KULWANT SINGH DOGRA

▪ Mobile: +91 9717492221 ▪ E-mail: [ksdogra79@yahoo.in](mailto:ksdogra79@yahoo.in)

Result-oriented professional offering **15.5 years** of rich & comprehensive experience in **Strategic Planning, Procurement and Supply Chain Management , Commercial , Operation Management, Store, Ware housing & Logistics, Distribution ,Material Management, Vendor Management, Inventory Management** expertise that directly results in efficiency improvements & cost savings

### Education

- **Post Graduate – MBA** - Post Graduate Diploma in Human Resource Management from Symbiosis Centre for Distance Learning from Pune University in 2010.
- **Graduate- BA-Pass** from **Delhi University** with subject English, Hindi, Economics and Pol. Science in 2005.
- **Computer Diploma - ADCST** - Advanced in Computer Software Technology from ET&T Govt. Enterprise Institute New Delhi in 2003.

### Work Profile

#### **Material Management, Logistics, Warehousing, Procurement, Sourcing & Vendor Development Procurement (Vendor Development, Sourcing)**

- Assessing requirements & conducting negotiations with vendors ensuring speedy resolution of queries & grievances to maximize In-house/client satisfaction levels.
- Maintaining excellent relations with vendors to generate & sustain fail proof material flow further enhancing organization business.

#### **SCM (Shipping & Logistics, Distribution, Inventory Management)**

- Strong aptitude to maintain material handling equipment and meet or exceed warehouse operations
- Established material tracking and smooth material flow for efficient operation of warehouse.

### Work Experience

#### **Times Internet Ltd., Delhi as Operation Manager**

**Since Apr'18**

##### **Role:**

- Leading Cloud Management and managing all contract of Central Analytics Tools like Google Analytics, Appsflyer, Appannie, and Mouseflow
- Allocating tool cost & support cost to businesses units on provisioning and as per actual basis
- Invoicing of all business partners for tool & support cost.
- Strengthening existing vendor source and developing alternate service provider on multiple criteria, price, quality service support, availability, & reliability
- Sharing technical specifications, negotiating with vendors and monitoring vendor performance to ensure cost effective service delivery
- Evaluating vendor's performance based on various criteria such as prices, quality improvement rate, timely delivery & credit terms
- Performing procurement activities including RFI, RFP/RFQs, managing quote evaluations & comparatives, vendor selection, negotiations and getting purchase orders from Commercial team
- Administering Data Security and having all tools administrative right for digital tool to enabling access right and remove access for all Digital tool
- Co-ordinate for PO with commercial team and share with vendor & release vendor payment
- Process all vendor invoice in Finance for payment , by following all process CAS, PO, MIGO , Vendor registration for New vendor and get released the payment of vendor following with Finance

#### **Tower-vision India Pvt. Ltd., Gurgaon as Assistant Manager- SCM**

**Dec'08-March'18**

- Creating & floating RFI/RFQ to contractors/subcontractors, annual maintenance contract (AMCs), validating offers, conducting techno-commercial discussion and finalizing contracts in view of project schedule with new & existing suppliers for delivery, lead time, SLA & payment terms
- Strengthening existing vendor source and developing alternate suppliers on multiple criteria, price, quality service support, availability, & reliability
- Sharing technical specifications, negotiating with vendors and monitoring vendor performance to ensure cost effective supply of quality material

- Evaluating vendor's performance based on various criteria such as prices, quality improvement rate, timely delivery & credit terms
- Monitoring stock levels of consumables/stocks at warehouses/stores and ensuring timely procurement & replenishment of stocks
- Ensuring optimum inventory levels to achieve maximum cost savings with minimum holding of stock; maintaining storage areas and arranging infrastructure to ensure smooth flow of operations
- Adhering to quality standards for all incoming materials/parts and understanding material requirements
- Performing procurement activities including RFI, RFP/RFQs, managing quote evaluations & comparatives, vendor selection, negotiations and making purchase orders
- Generating MIS reports relating to material management, cost savings / vendor QA operations and sharing them with top management for facilitating the decision making process
- Issuing PO to vendors for procurement of required items & vendor payment
- Deploying review systems to manage execution as per effective techno-economic feasibility

#### Highlights:

##### Led procurement of:

- Passive Telecom Infrastructure & Services of CAPEX & OPEX items & services with cost-effective planning including procurement of telecom infra products like Tower, Shelter, Battery Bank, DG, Rectifier Module, Mount, Power Plant, IPDMU, ACPDB, Cable Tray & Services like-Civil, Electrical, Professional EB, PCB, MC & EI
- All IT product & their accessories like Servers, Laptops, Desktop, Motherboard, Hard Disc, UPS, Batteries, Keyboard, Monitor & all IT Accessories
- Worked as Team Leader and **SAP trainer** skills
- **Managed all IT** service requirements like Anti-virus, AMC, networking, all software requirement & others
- Coordinated to attain agreement signed by the vendor & TVIPL authorities
- Directed **renewal of contracts** after expiring of time frame
- Administered OPEX & CAPEX Head comprising finalization of all new contracts for O&M, Security, AMC/ CAMC, all A-Class materials, Project Services for cell sites and Transportation, & renewal of contracts after expiring of time frame.

#### Warehousing & Logistics Management- Delhi -NCR Circle

- Responsible for purchase of opex Material & Services required at Delhi Project sites.
- Responsible for Vendor Selection for Material, Services and Transportation for Delhi & NCR Circle.
- Arrangement of projected quantity for upcoming rollouts in advance from project, stock availability and PO balances on time for planning purpose at HO.
- Timely completion of receipt & issues in SAP to support in reducing provisional capitalization and forwarding of documents for payment processing.
- Maintaining accuracy of physical Vs SAP and arrangement of PV on monthly basis either by internal/external audit COA.
- Monthly analysis of Inventory ageing. Optimize Inventory level of all material on need basis.
- Focus on inventory ageing more than 90 days & their utilization / disposal as per company norms.
- List scrap item with the help of related department and process for approval to HO on quarterly basis.
- PR & PO tracking and instruct vendors for timely availability of material/services at required place.
- Arrangement of basic data/quotation for repair of goods and sale of scrap to vendors.
- Arrangement of repair faulty products on time as per company's norms.
- Arrangement of material receipt at warehouse/site from different sources on time to ensure no stock out condition/shortage at WIP sites with complete documentation.
- Arrangement for stacking of material in such a way that identification, safety compliance and movement of material inside the warehouse should be user friendly.
- Arrangement of material dispatch through secondary transportation using FIFO method from warehouse with complete documentation.
- Ensure timely bill submission by service/supply vendors for smooth payment flow.

**Highlights:** Played a major role in reducing cost and augmenting the productivity by leading cross-functional team to improve the bottom-line especially in loss-making orders

- Saved the cost worth INR 1.00 Crores by identifying & implementing system & process improvement opportunities through data analytics
- Reduced cost by 15% through development of alternative suppliers and alternate materials
- Achieved cost savings of approximately INR 80 Lakhs/Crores from 2008 to 2017 through the execution of sourcing, negotiation and value optimization projects
- Decreased final product lead time by 30 days from 20 days by localizing long lead time components

#### TATA Teleservices Limited (TTSL), Delhi as SCM Executive- Warehouse

Dec'03–Nov'08- 5 year.

- Responsible for Logistics operation (Material Incoming & Outgoing) for Delhi Warehouse.
- Daily Receipt/Unloading/Storage – Stocking and Logistics of material at Regional Warehouse.
- Dispatch of Orders and ensuring accuracy of Logistics and Supporting Documentation.

- Receiving incoming material with proper supporting of Purchase Order, Transport Documents, Excise/Permits/Octroi/Entry Tax Documents whichever applicable.
- Ensuring Inventory Transactions are accurately logged and overseeing cycle counts and reconciliation activities.
- Stock Verification of Material in the concerned warehouse to be carried out and/or on daily/weekly/monthly/quarterly/annual basis and/or as per specifications given by TTSL
- Verification, validation and approval of material along with invoice/challan on arriving or exiting the warehouse, with concerned logistics personnel and concerned vendor/contactors.
- Ensuring of verification of entries in books, records, registers and MIS data entry on close of daily and monthly operation and activities of the warehouses, as per specifications given by TTSL.
- Responsible for Delivery cycle time reduction, Reduce freight cost, Cost Saving, & Vendor rating. Develop and establish smooth channel of communication with vendor for maintaining continual information flow and to reduce cycle time to resolve issues.
- Managing records of all stock and inventory. Making assessment reports of availability, price, market survey and supply of material.
- Analysing the performance of transporter (quality, efficiency to meet deadlines, credentials, workmanship, etc.) in coordination with project and technical team, and resolving the issues between internal users and vendors.
- Managing Road Permit.
- Working in SAP environment

#### Personal Details

Present Address: E-101/4, Gali No.4, Pulprahladpur, New Delhi -110044  
 Permanent Address: Village- Rajputa Brota, Post Office- Gagrahi, Tehsil- Jawalamukhi District –Kangra-176036, HP  
 Date of Birth: 20<sup>th</sup> April 1979