



RAJAT JAIN

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SUPPLY CHAIN MANAGEMENT PROFESSIONAL

Goal-oriented professional offering 10 years of experience in e-Bidding, Procurement, Inspection and Expediting Coordination, Logistics that directly results in improvements & cost savings for the organization

Location Preference: PAN India

PROFILE SUMMARY

- **Achievement-driven professional** holds experience in **Procurement, Inspection and Expediting Coordination, E-Bidding, Vendor Development & Sourcing**
- Proficient in managing the overall **Purchase operations**; formulating **purchase strategies** & making them **operational** in all aspects
- Hands-on experience in maintaining **E-bidding** on **ARIBA** and on **EPCC's** own customized **application Software**
- Achieved operational efficiency by eliminating **obsolescence and cost reduction** through **curbing re-work & rejection, transportation and supply chain management**
- Successfully reduced **Turnaround Time** for **Project execution, cost optimization, purchase to pay cycle & budgeting**
- Compiled **bid packages** and issued **Request for Quotation (RFQ)**; received bids and prepared **commercial bid summary** to arrive at a **purchasing strategy**
- Possess excellent **communication, strategic, analytical, decision-making, problem-solving, negotiation & team building** skills

CORE COMPETENCIES

~ e-Bidding Process

~ Inventory Management

~ Strategic Planning

~SAP-MM Data Management

~ Vendor Management

~Contract Management

~ Budget Management

~Procurement

~Liaison & Coordination

ORGANIZATIONAL EXPERIENCE

Essar Group as Assistant Manager (Procurement & Purchase) (Aug'08- July 18)

Key Responsibility Areas:

- Managing the **bidding process** from floating of bids to awarding of the contracts; coordinating with **bidders** with regard to negotiations
- Interpreting **contractual obligations & rights** and evaluation of **technical problems** for management reporting
- Supervising **logistics operation** ensuring timely execution while adhering to **transit guidelines**
- Interacting with vendors and negotiating for ensuring long-term **cost-effective** purchase
- Receiving indent, **floating inquiry, receiving quotation**, handling **negotiation**, taking approval and placing order

- Preparing & issuing **Purchase Orders (PO)** in accordance with the **selected vendors, price & technical specifications**
- Responsible for preparing and maintaining **Annual Budget** for **EPCC-Engineering** both **Capex & Opex**
- Ensuring that the **approval notes** are prepared and **documenting** the same
- Preparing various reports related to orders issued right from **indenter till the closure of the order**
- Coordinating with vendors and TPIA & following up on the **inspections, reports, release notes & MDCC of the materials with client and Engineering team**
- Checking **material procurement receipts, physical inspection** & stacking by **Store In Charge** at site

Highlight:

- Become the **1st member** in the **Procurement Department** to receive the **Pride Award** in 2016
- Prepared **MIS reports** of inward / outward logistics with a view to appraise **top management** and users of the routine **inventory management activities**

Aug'06 to May'07

BA Continuum Solutions Ltd., Gurugram as Team Member -Operations

Project: Account Closing Process

Highlight:

- Achieved multiple **R&R Awards (Rewards & Recognition)** for outstanding performance in closing most account closing request received from client

ACADEMIC DETAILS

- **2010:** **Diploma in Import and Export Management** from Welingkar Institute of Management Development and Research from Matunga, Mumbai
- **2008:** **M.B.A (Marketing)** from Symbiosis Centre for Distance Learning
- **2005:** B.Com. (Hons) from Zakir Hussain College, Delhi University

IT SKILLS

- SAP Master Data Management, MM Module
- Purchase Order Creation, Purchase Request Creation
- GRN Booking and Service Entries
- **Operating Systems:** Windows 95/98/NT/2000/7/10
- **Browsers:** Internet Explorer, Chrome, Mozilla Firefox, Opera
- **Package:** MS Office (Word, Excel)

PERSONAL DETAILS

Date of Birth: 08th August 1984
Languages Known: English & Hindi
Address: B-606, Hi-Tech Residency, Near Siddhi Vinayak Temple
 Vesu, Surat – 395007, Gujarat