

Punit Yadav

+91-9971110318 | punityadav92@gmail.com | [linkedin.com/in/punit-yadav-31b47a54/](https://www.linkedin.com/in/punit-yadav-31b47a54/)

SUMMARY

- Possesses professional experience of more than 5 years in procurement and planning.
- Equipped with skills of spend analysis, negotiation, and contract management.
- Cost optimization through internal process improvement using digital platforms.
- Effective communication skills applied in material management roles at L&T and Kalpataru.

EDUCATION

Bachelor of Technology in Civil Engineering

Jul 2011 – Jun 2015

- National Institute of Technology Kurukshetra – India
- C.G.P.A. 8.7 out of 10

Senior Secondary School

Apr 2009 – Mar 2010

- Suraj Sr. Sec. School | Central Board of Secondary Education - India
- Aggregate percentage achieved: 89.4%

Secondary School

Apr 2007 – Mar 2008

- Bhartiya Vidya Mandir | Board of School Education - Haryana
- Aggregate percentage achieved: 92.20 %

PROFESSIONAL SKILLS

- Experience in handling project bulk material requirements like cement, steel, aggregates, sand, fly ash, RMC and other material required at project site.
- Managing invitation of quotes, negotiations and finalization of material and services requirements.
- Forecasting the requirements of the project and streamlining the supply chain process.
- Identifying and developing potential vendors locally and globally.
- Analysis of annual spending on procurement and doing rate contracts with the major vendors.
- Experience in client billing and document management, preparation of Interim payment application along with all supporting documents.
- Motivational skills to sustain growth momentum while motivating peak individual performances analytical and quality-oriented professional with an eye for detail.

RELEVANT EXPERIENCE

JMC Projects India Limited | Mumbai - India | <https://www.jmcprojects.com/>

Dec 2020 – Till now

Deputy Manager- Procurement (Chairman's Office)

Dec 2020 – Till now

- Reviewing annual operating plans and growth targets for business units.
- Spent analysis at group level and identification for the scope of rate contract.
- Review of site OH budget and identification for scope of reduction.
- Identification of the factors affecting project profit at item level.
- Standardisation of reporting structure for overhead cost across the group.

Larsen & Toubro, Construction | Chennai - India | <https://www.lnt.co.in/>

Jun 2015 – Nov 2020

Assistant Manager- Procurement, Delhi Airport Expansion project

Mar 2019 – Nov 2020

- Procuring all site related material to run the site like Aggregates, sand, admixtures, fly ash, curing compound and MEP material like pipes, cables (worth INR 203 crores with a saving of 6 percent over estimated budget).
- Forecasting the requirements of the project and streamlining the supply chain process.
- Reverse auction for getting the optimised price of major items by using digital platforms.

- Planning and controlling all requisite activities to perform such as sourcing, techno-commercial evaluation, negotiation, awarding contract, inspection, expediting and tracking, reporting, logistics & delivery and payment processing.

Assistant Manager- Procurement, Head Office Mumbai

July 2018 – Mar 2019

- Part of company new's initiatives Common Procurement Hub which catered the requirement of major category items across all verticals of the company.
- Procured cement and structural steel for 15 project sites worth Rs 350 crore from all major suppliers
- Introduction and approvals of the secondary suppliers for structural steel on government projects and saved Rs 5 crore and decreased lead time by 2 weeks.
- Selection of cement suppliers on the basis of design mix on new projects.
- Annual rate contract of the items having significant spent across group level.

Assistant Manager- Procurement, Regional office Delhi

Oct 2017 – July 2018

- Managing invitation of quotes, negotiations and finalization of packages of civil and MEP materials worth INR 90 crores.
- Consolidation and finalisation of scrap worth Rs INR 6 crore across business units by using forward auction process.
- Optimisation of inventory of projects by using digital platforms.
- Identifying and developing potential vendors through a standard vendor assessment process.

Sr Engineer- Planning

Jun 2015 – Oct 2017

Experion Windchants Project -Gurgaon

- Identified extra items and variations and realization worth INR 41 lakhs in item rate project of value INR 31 crore.
- Attained submission of application for Interim payment certificate within 3 days of ending of every month and realization of same within a fortnight.
- Achieved certification of Interim Payment certificates worth INR 5.5 crore.
- Estimated complete quantities for various items of execution, including associated materials, for project value worth INR 300 crore.
- Prepared formats for tracking finishing and MEP activities to align them with project schedule.
- Preparation of monthly plan and tracking of project progress and productivity activity wise.

AWARDS

Runner up in Building the Future Competition

2018 | 2019

- Larsen & Toubro - India

Outstanding performer of the year

2017 | 2018

- Larsen & Toubro - India

Most Active Participant

2016

- Larsen & Toubro Limited - India
- Six days orientation programme at L&T Campus, Chennai

TECHNICAL SKILLS

- SAP-ERP | EIP
- Microsoft Excel | Microsoft Word
- AutoCAD | STAAD-PRO

INTERESTS

- Travelling
- Photography
- Driving