

Varun Jain

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Summary

- A result oriented professional with 5 years of experience in Procurement, Material Planning, Inventory Management, Distribution and Costing.
- Focusing on the cost reduction, time cycle reduction and improvement of the project variables.
- Preparing the technical enquiry packages & evaluating technical bids and preparing detailed scheduling of the activities.
- Expertise in implementing cost saving measures.
- Monitoring proper utilization of project resources during the execution and indicating the deficiencies, over running in comparison to the estimate and procedure of the monthly reports.

Core Strengths & Skills

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|--------------------------------|--------------------------------|
| • Strategic Sourcing | • Purchase |
| • Material Planning | • Inventory Management |
| • Logistics | • Process Improvements |
| • Supplier Relation Management | • Capital Equipment Purchasing |
| • Kaizen/VAVE Activity | • New Vendor Development |

Area of Exposure

Strategic Sourcing

- Developing and negotiating with local and global vendors for procurement.
- Responsible for raising new Enquiries, Comparing their price levels awarding them business, and maintaining Specific Purchase Agreements for all suppliers in India.
- Billing Knowledge, GST etc.
- Ensuring Suppliers meet service, cost, and delivery and quality expectations.
- Procuring Materials of all discipline (mechanical, electrical, instrumentation and civil items) consumables as well as permanent materials locally as well as globally.
- Preparing Purchase strategy and developing alternate source for various critical items on the basis of technical acceptance of the product and commercial competence
- Preparation of contractual order and terms.
- Following up or tracking with Purchase requisition through system on a daily basis.

Material Planning

- Planning for material well in advance so that the cost can be reduced by using SEA transport or ROAD as compared to AIR transport.
- Continuous and rigorous following up of the material from call-off till the material arrives at Site.
- Negotiating & assessing the performance of the vendors based on various criteria such as prices, quality improvement rate, timely delivery, credit terms etc.
- Following up rigorously with Finance Department regarding the release of payments of suppliers so that the smooth flow of Material Inflow can be maintained.

- Communicating technical specifications, negotiating with Vendors, monitoring Vendor performance to ensure cost effective supply of quality material

Process Improvement

- Reviewing existing processes and re-designing the same for enhancing operational efficiency and achieving maximum cost savings.
- Conducting regular internal audits to ensure that materials received from suppliers confirm to pre-set quality standards, analyzing rejections and taking corrective actions

Procurement

- Ascertaining Indirect Material Requirements; identifying and developing a reliable Vendor for procurement of materials.
- Sourcing components, negotiating vendors for improving product quality & reducing lead time for deliveries.
- Releasing supply schedules to Vendors to ensure on time deliveries.
- Hands on experience on procurement of capital projects worth INR 5.6 Cr.
- Vendor finalization basis on different factors stating from after sales service to delivery terms.

Inventory Management

- Handling stores function and ensuring optimum inventory levels to facilitate smooth execution of projects & maintain Buffer Policy of the organization to control the ITO level and utilize the space of store.
- Streamlining the system and procedures for effective inventory control for ensuring ready availability of materials to meet the production
- Ensuring the Physical Inspection & Verification of materials received at Stores to verify the Quality & Quantity of Material by QA Official so that the GRN can be prepared & dispatching the material to respective stations can be done at the earliest.
- Efficiently using inventory management system for ensuring ready availability of materials to meet the production of production targets.

Professional Experience

Sr. Engineer-Purchase & New Vendor Development

August 2018 to Current

Forza India Pvt Ltd- IMT Manesar, Gurgaon

Significant Achievements

- Procurement of the Raw material (Steel), consumables & Maintenance items for all five plants.
- Managing monthly procurement of around 8 Cr. INR and that too cost effectively.
- Buying Steel and Aluminium with the price reviews from the SIAM, Steel Mint and London Metal Exchange price.
- Making price trends of the Metals according to the London Metal Exchange(LME).
- Responsible for entire Purchase functioning which involves receiving purchase requests, getting quotations, Negotiations, PO finalization, delivery follow up & payment to vendors.
- Responsible for developing new vendors for better quality and prices.
- Cost saving Project through Procurement of Consumables and BOPs from alternate supplier (Saving 24 Lacs Per Annum).

Assistant Manager-Purchase & Sourcing

December 2014 to August 2018

Kaizen Metal Forming Pvt. Ltd. – Greater Noida, Uttar Pradesh

Significant Achievements

- Managing the SCM vertical for procurement of all mechanical, electrical items and services for the same.
- Procurement of the Raw material (Steel) for all departments of all plants.
- Finalization of the Price with the Supplier according to the previous year price fluctuations of Steel, SIAM and London Metal Exchange(LME).
- Steel Price report generation according to the SIAM Price report.
- Managing monthly procurement of around 2.5 Cr. INR and that too cost effectively.
- Managing the SCM vertical for CAPEX procurement of entire items and services for new projects.
- The CAPEX procurement till today is App. 5.6 Cr. INR from Global and local.
- Weekly reports related to FTR (first time right) invoices, site expenses.
- Weekly reports related to cash flow budget analysis depending on the monthly budget planning of the material and maintaining the economic order quantity at the store to run the site efficiently.
- Maintaining schedule for the procurement and reports for the department head.
- Knowledge of the reconciliation of the supplier linking with the finance.
- Responsible for entire Purchase functioning which involves receiving purchase requests, getting quotations, Negotiations.
- PO finalization, delivery follow up & payment to vendors.
- Procurement of spares, plant consumables requirements on cost effective and timely basis.
- Potential to generate alternate supplier for existing products to get better competitive price, quality & service etc.
- Successfully handled the complete Capital Procurement, Finalizing Specifications, and Negotiation for Price and delivery terms as Per the Corporate Finance Requirement & annexures.
- Cost saving Project through Procurement of Consumables and BOPs from alternate supplier (Saving 08 Lacs Per Annum).
- Maintaining minimum and maximum inventory for all plants.
- Procured Material handling Equipments (Trolleys, bins) for Smooth flow of Processes.
- Developed the alternate supplier for BOPs with better quality, better Price & on time Delivery.
- Managing the Production and dispatches also for the 4 month at our Mohali Plant.
- Cost saving of App. 4.5 LPA INR by reducing the RMC under Kaizen/VAVE Activity.

IT Proficiency

- Proficient in **SAP & Microsoft Dynamics ERP**
- Proficient in **AutoCAD**
- Well versed with **Busy Accounting Software**, Internet & e-mail operations, MS Excel, MS Word and MS PowerPoint.

Research & Publications

- Published paper on "**Experimental Investigation of Thermal Performance of Solar Air Heaters with and without Fins**" in International Journal of Science, Engineering & Technology.
- Research on "A Comparative Experimental Investigation of Physical and Chemical Properties of Sawdust and Cattle Manure briquette".

- Published paper on "A Comparative Experimental Investigation of Physical and Chemical Properties of Sawdust and Cattle Manure briquette" in International Journal of Science, Engineering & Technology.

Education

M. Tech. in Energy Engineering, 2014 from **Gyan Vihar University, Jaipur**, Rajasthan – **71%**.

B.Tech. in Mechanical Engineering, 2013 from **Gyan Vihar University, Jaipur**, Rajasthan – **68%**.

12th from Govt. Boys Sr. Sec. School, **CBSE**, New Delhi- 71%(2009).

10th from Govt. Boys Sr. Sec. School, **CBSE**, New Delhi- 84%(2007)

Practical Training

- **Organization** : Escorts Ltd, Faridabad (Haryana)
Duration : 6 month
- **Organization** : Yamaha Motors, Surajpur(UP)
Duration : 1 month

Personal Details

Current C.T.C. : 5.20 LPA

Date of birth : 25 May1992

Declaration

I declare that all the above statements are true and correct to the best of my knowledge and belief.

Date:

Varun Jain

Place: Ghaziabad