

## Keshav Kumar

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***To pursue a highflying career in corporate world and seeking an environment that will serve as a platform to learn and enhance my skills. To work in a progressive working culture with the freedom to be creative, innovative and to grow with the organization.***

***Preferred Industry:*** Electrical/Electronics/Oil & Gas /Any

***Preferred Location:*** Anywhere in India

### Summary

- ◆ A dynamic professional with **6+Years of experience** in Procurement, Vendor Development, Inventory Management and Cost & Quality Control across the Supply Chain in Energy sector.
- ◆ Presently associated as **Assistant Manager–SCM** with Harsha-Abakus Solar Pvt. Ltd., Ahmedabad.
- ◆ Fair understanding of taxation, Implementation of Procurement Process, SAP MM Module, tally Microsoft Navision implementation right from procurement to payment cycle and Invoicing, E-auctions platform etc.
- ◆ Fully involved from Procurement to Payment cycle for **400.00 MWp Ground Mounted & 10 MWp Rooftop Power Projects in India.**
- ◆ **Currently involved in Single 110MW Ground Mounted Solar Power Project – Tamil Nadu and 23 MW Ground Mounted Solar Power Project – Karnataka.**
- ◆ Exposure in handling Vendor Development, Project Procurement & Value Addition related activities with key focus on bottom line profitability while ensuring optimal utilization of resources. Capable of executing proper flow of information and preparing documents like purchase specification and quality assurance plan.
- ◆ Proficient in handling & executing the supply chain operations along with overall logistics processes & services at vendors' end & providing valuable suggestions for efficiency enhancement.
- ◆ An effective communicator with strong interpersonal, analytical & negotiation skills with ability to utilize them in a productive manner.

### Academia

**BE in Electrical & Electronics Engineering** from oriental institute of science and technology indore 2012.

**12th** in PCM BSL +2 HIGH SCHOOL, Bokaro Steel City, Jharkhand 2007

**10th** from BSL +2 HIGH SCHOOL, Bokaro Steel City, Jharkhand 2005.

### Career Sketch

**April-17 to Till Date with Harsha-Abakus Solar Pvt. Ltd. as Assistant Manager –Supply Chain Management.**

**Company Profile:** Harsha Abakus Solar Pvt. Ltd. is a solar energy solution providing arm, from the Harsha Engineers Group. With a core philosophy of energizing the society with renewable resources of energy. Harsha has committed to empowering the masses and thereby enlightening the nation.

#### Key Deliverables:

##### Supply Chain Management

- Devising efficient material management system to ensure availability and delivery of right quality materials at the right time, price and terms.
- Managing effective & efficient costing system resulting in cost reduction, business process and procedures for improving performances.
- Providing all necessary support to finance department in preparation of Bill of Quantity and cost budget.

### ***Inventory Management***

- ❑ Tracking & maintaining inventory levels in the stores for all items required. Managing the inventory levels thereby ensuring optimum use of inventory.
- ❑ Monitoring availability of stock, Inventory maintenance, making appropriate arrangements to ensure on time and safe delivery.
- ❑ Strong follow up with store department for timely MRM, GRN of Materials.

### ***Material Management***

- ❑ Responsible for finalization of module mounting structure for entire Ground mounted project Electrical Materials, work equipment required for construction of Ground Mounted and Rooftop Solar Power Projects across the India.
- ❑ Major activities includes :
  - Procurement of equipment for AC Side, DC Side, Switchyard/Sub-Station, Terminal Bay and Transmission Line such as HT Panel, Transformer, Switchyard Equipment, Lightening Arrestors, Earthing materials, BoS Materials & accessories required solar projects.
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- ❑ Verification of Bill of Materials, Technical specification, Drawings and according to BoM Preparation & floating enquiries to approved vendors, preparation of techno-commercial comparisons, negotiation with the suppliers & contractors, preparation of purchase proposals for management approval & preparation of purchase orders.
- ❑ Responsible for monitoring and updating LME trend which is used for cost estimation of material.
- ❑ Supervision for processing of invoices by commercial department and co-ordination with finance for timely payments to the vendors & contractors.

### ***Cost Planning & Management***

- ❑ Formulating budgets for procurement of required materials to ensure smooth execution of projects.
- ❑ Identifying high cost areas and recommending methods to control/reduce cost.

### ***Vendor Management***

- ❑ Identifying and developing new vendors/suppliers for material procurement & Erection Testing & Commissioning Work at lower cost without compromising on quality.
- ❑ Monitoring the performance of vendors and coordinating & liaising with them for timely procurement of various critical components for ensuring uninterrupted supply of components to the end users.
- ❑ Developing long-term partnership suppliers; liaising for rate contracts and managing day-to-day supplier activities to ensure meeting of service, cost, delivery and quality norms.

### ***Dec-2015 to march-2017 with Ujaas Energy Ltd. as Sr. Engineer -SCM***

**Company Profile:** working in the field of engineering from more than three decades. We started our journey in 1979 at the business capital of Madhya Pradesh- Indore under the proprietorship named “M and B Switchgears”. The company during its initial years was involved in manufacturing of transformers and panel meters for energy controlling. At present, besides the transformer industry, Ujaas Energy Limited is putting its sincere efforts in contributing towards green energy. The company aims to become the pioneer in “Generation of Green Energy”.

### ***Key Deliverables:***

### ***Inventory Management***

- ❑ Tracking & maintaining inventory levels in the stores for all items required. Managing the inventory levels thereby ensuring optimum use of inventory.
- ❑ Expertise in developing local vendors, reducing the cost of procurement of material.
- ❑ Experienced with implementing systems of inventory management avoiding over-stocking or wastage.
- ❑ Monitoring availability of stock, Inventory maintenance, making appropriate arrangements to ensure on time and safe delivery.
- ❑ Maintained the records by working in MM module in SAP, relating to the materials management, by supplier and by department\ discipline, purchase orders and goods requisitions and the Stock & take records.

### ***Sourcing & Procurement***

- ❑ Executing the development and implementation of key purchase & procurement strategies, contingency plans and ensuring that plans are aligned with project requirements.
- ❑ Responsible for procurement and finalization of module mounting structure for entire Ground mounted project electrical equipment , required for construction of Sub-Station and Transmission Lines, upto 220kV, across the India.
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- ❑ Preparation and floating the enquires, preparation of techno-commercial comparisons, negotiation with the suppliers & contractors, preparation of purchase proposals for management approval, preparation of purchase/work orders in SAP.
- ❑ Strong Follow up with the vendors for drawings, manufacturing, inspection calls & timely delivery of Materials.
- ❑ Procurement of all kind of material Procurement Receipts, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement.

### ***Vendor Management***

- ❑ Identifying and developing new vendors/suppliers for material procurement at lower cost without compromising on quality.
- ❑ Monitoring the performance of vendors and coordinating & liaising with them for time
- ❑ procurement of various critical components for ensuring uninterrupted supply of components to the end users.

### ***Jan-2012 to DEC-2015 with Shakti Pumps India Ltd , Pithampur as Executive - Procurement.***

**Company Profile:** . Shakti pumps is India's leading manufacturer of energy efficient submersible pumps. India's leading manufacturer of energy efficient submersible pumps and solar pumps

#### ***Key Deliverables:***

### ***Sourcing & Procurement***

- ❑ Responsible for tender preparations, negotiations and contractual matters on large and medium projects in close corporation and coordination with local project .

Responsible for procurement and finalization of Electrical, Mechanical equipment and Project.

- ❑ Responsible for Strategic Planning and Project procurement for Greenfield Projects.

### ***IT Skills***

- ❑ Well versed with SAP MM module, SAP PS module, Microsoft Navision Dynamics, MS Office Suite (Excel, Word & PowerPoint) & Internet Applications.
- ❑ Familiar with process of generating Enquiries, Purchase Requisition and Purchase orders etc. through SAP.

### ***Strength***

Good team member/leader, excellent performer in challenging situation, good business manager, good interpersonal relationship within team, capable of handling additional responsibilities with minimal supervision, manage work with optimized use of available resources.

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**Award & Achievements**

- Developed new formats for purchase register, comparative statement, vendor registration and vendor evaluation and started new practices like stock taking/rework calculation which helps in reduction of wastages and overall inventory.

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**Personal Dossier**

Date of Birth : 02<sup>th</sup> Jan, 1991  
Permanent Address : 56, MANAVT A NAGAR INDORE. Marital Status : Single  
Gender : Male  
Language Proficiency : English, Hindi .  
Current Address : L-301, Swareet Apartment, Bakeri City, Vejalpur, Ahmedabad, Gujarat.

I hereby solemnly declare that all the information furnished above is true and correct to the best of my knowledge.

Thanking You,

**Keshav kumar**

**Place: Ahmedabad**

