

Shehroz Arfeen Khan

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Domain: Energy & Power Sector

Skills: E-Tendering & Bid Proposals (Domestic and International), Job Cost Analysis, Budget Submission, Supply Chain Management, Procurement, Purchase Orders, Vendor management, Cash Flow, Project Coordination/progress, Primary & Secondary Market Research, Business Analysis and development, , Client Communication.

Experience (4.5 yrs) – Power Sector

S No.	Organization	Designation	Duration
1	Drake and Scull International PJSC	Tendering/Procurement Engineer	January 2018-present
2	ABPS Infrastructure Advisory Pvt Ltd	Sr. Analyst (Commercial)	August 2016 - December 2017
3	Drake and Scull International PJSC	Project Engineer	May 2014 – July 2016

Duties

- **Bidding, Tendering and Business Development**

Participate in open and limited tenders for govt and private clients for consultancy and EPC Projects in Power sector in Africa and India and MEP Projects in India. Understand and Prepare Contract / Tender Appreciation Document highlighting Payment terms, Qualification Criteria, Defects Liability Period, Liquidated damages, Penalties, Project Milestones, Cash flows. Responsible for preparing commercial proposals (viz. costing/estimation) and technical Bid Proposals (compliance as required in the tender) as per companies' credentials / business profile and submission via e-tendering and reverse auctioning on different portals (tender-wizard, e-proc, TCIL etc). Experience with international tendering Associating with companies to enhance the credentials to participate and execute projects successfully and maintain long term business collaborations with Joint venture agreements, consortium MOUs etc.

- **Supply Chain Management**

Responsible for Supply chain management & procurement of BOQ items involving activities like floating enquiries, Negotiate the best payment (LCs, PDCs, Advance), issuance of Purchase Orders (ERP-Citrix Horizon) with approved comparison sheets, delivery schedule, Vendor Management, payment reconciliation, etc for delivery of appropriate quality material at project site. Also covering important terms & Conditions commercially & legally maintaining Cash Flow of the Project. Report presenting to the top management on budget versus Actual performance with Cost Benefit Analysis considering.

- **Primary and Secondary Market Research**

Conduct primary and secondary data research for assignments like Market entry, strategy decision making, financial investment plans, manpower indexing on different aspects of power sector. Interacting with officials and real time site visits for data compilation and preparing a report with technical and commercial due diligence. Business analysis with Project risk assessment to feasibility and manage energy efficiency.

Projects and activities:

Power Distribution and Transmission:

1. **Project:** Construction of 33 KV and 11 KV Lines, substations, BPL Connections under DDUGJY Scheme for Rural Electrification of Raisen and Hoshangabad districts, Madhya Pradesh.
2. **Project:** Construction of 33 KV and 11 KV Lines, substations, BPL Connections under DDUGJY Scheme for Rural Electrification of Muzzafarnagar district, Uttar Pradesh.
3. **Project:** Construction of 04 Nos of 33/11 KV substation at Etawah district.
Client: Dakshinanchal Vidyut Vitaran Nigam Ltd (DVVNL)
Activities: Bid Submission, E-tendering, Budget preparation, Procurement, purchase orders, Vendor Management, Project Coordination and Progress, cash flow management.
4. **Project:** Construction of LILO 220 KV D/C Line in Puhana-Roshanabad for Roorkee substation Project, Uttarakhand.
Client: Power Transmission Corporation of Uttarakhand Ltd (PTCUL).
Activities: Budget preparation, Procurement, purchase orders, Vendor Management, Project Coordination and Progress, cash flow management.

Research Reports

1. **Project:** Research Reports on quality and quantity analysis of Rural Electrification projects (33/11 KV) in Uttar Pradesh and Jharkhand under National Quality Monitoring scheme (NQM).
Client: Ministry of Power, Rural Electrification Corporation of India Ltd (REC).
Activities: Bid Submission, secondary research on the project, submitting quality and quantity analysis report.
2. **Project:** Analysis of Power Distribution Franchisee agreements and tariff structures of Uttar Pradesh and Odisha.
Client: Odisha Electricity Regulatory Commission (OERC).

Certifications and soft skills

ERP Systems	2015-2018	JD Edwards (oracle), Citrix Horizon	For procurement and estimations
Advance Post Graduate Certification	2016	Power Distribution Management System	Indira Gandhi National Open University (IGNOU)

Academic Background

<u>Course</u>	<u>Year</u>	<u>University/School</u>	<u>Place</u>	<u>Percentage/CGPA</u>
MBA - Power Management	2014	University of Petroleum and Energy Studies	Dehradun	2.96 / 4 (78%)
B.tech - Power System Engineering	2013	University of Petroleum and Energy Studies	Dehradun	2.68 / 4 (72%)
Class XII	2009	Kendriya Vidyalaya (ONGC)	Dehradun	74%
Class X	2007	Mysore Kirloskar	Bangalore	82%