

CURRICULUM VITAE

SUJAY MUKHERJEE

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CAREER OBJECTIVE

Seeking a position in an organization that gives me ample opportunities to explore and excel in the field of engineering, procurement and supply chain management.

PROFESSIONAL EXPERIENCE

1. **Working as Junior Manager – Procurement & Contracts in GMR Group** from May 2018 till present.

Projects currently working:

- Delhi Indira Gandhi International Airport Limited, New Delhi and Rajiv Gandhi International Airport, Hyderabad.
- Thermal Power Plants in various states of India

Roles and responsibilities in the projects:

- Working on both CAPEX and OPEX procurements on SIX SIGMA level
- Working on the procurement as well as contracts (annual maintenance) of various equipments & packages of thermal plants and airport
- Finalizing the manpower contracts involving minimum wages
- O & M of various packages in thermal power plant such as CHP, AHP, BTG and also the electrical operation & maintenance of the plant
- Technical support to the Procurement Team
- Receiving PR from the user, review of technical specification, e-RFQ preparation, invitation of bids and offers, conducting meetings before awarding the packages, finalization and preparation of purchase order/service order
- Conducting Reverse Auctions & Forward Auctions on need basis
- Calculation of should costing on need basis
- Evaluating technical and commercial bids received, making comparison sheet of the bids received, negotiations with vendors and finalization of the contracts
- Coordinating with the stores department for timely booking of materials received
- Vendor management, vendor development and strategic sourcing
- Working on material management
- Handling Scrap sales
- Procurement of imported goods, handling high sea sales, dealing with INCOTERMS
- Coordinating all the related departments for issues related to project and operation
- Project management and planning
- Co-ordination with the Contractors for completion of work
- Post order activities such as Co-ordination with the vendors for timely delivery of materials
- Working in the ERP tools - SAP MM module.
- Quality inspection of the materials as well as verification of testing of the manufactured equipments before dispatch from Supplier's end
- Inspection of the work carried out by the contractors at site
- Management & Optimization of plant resources in a cost effective manner and perform capacity planning

2. Worked as **Procurement & Contracts Engineer** in **RattanIndia Power Limited (formerly known as Indiabulls Power Limited)** from February 2016 to April 2018.

Projects worked:

- Two thermal power plants each of capacity 5 x 270 MW in Maharashtra, India
- 350 MW of rooftop and ground mounted grid connected solar power plants

Roles and responsibilities in the projects:

- Working on the project and Operation & Maintenance of thermal power plants, solar power plants and transmission lines, working on both CAPEX and OPEX procurements
- Working on the procurement as well as contracts (annual maintenance) of various equipments & packages of thermal and solar power plants.
- O & M of various packages in thermal power plant such as CHP, AHP, BTG and also the electrical operation & maintenance of the plant
- Preparation of tender documents & awarding of various contracts
- Receiving PR from the user, review of technical specification, RFQ preparation, invitation of bids and offers, conducting meetings before awarding the packages, finalization and preparation of purchase order/service order
- Evaluating technical and commercial bids received, making comparison sheet of the bids received, negotiations with vendors and finalization of the contracts
- Coordinating with the stores department for timely booking of materials received
- Vendor management, vendor development and strategic sourcing
- Working on material management
- Procurement of imported goods, handling high sea sales, dealing with INCOTERMS
- Working closely with the engineering team of various packages of thermal and solar power plants
- Coordinating all the related departments for issues related to project and operation
- Project management and planning
- Co-ordination with the Contractors for completion of work
- Finalization of Engineering Consultants for projects
- Post order activities such as Co-ordination with the vendors for timely delivery of materials and follow up with accounts for timely payment of vendor
- Working in the ERP tools - SAP MM module
- Quality inspection of the materials as well as verification of testing of the manufactured equipments before dispatch from Supplier's end
- Inspection of the work carried out by the contractors at site

3. Served as a **Management Trainee** in **Novateur Electrical & Digital Systems Private Limited (LEGRAND GROUP)** from November 2014 to January 2016

Roles & Responsibilities:

- Procurement, negotiations, vendor development, supply fulfillment
- Monitoring the performance of the switchgear and protection systems (CBs, isolators, contactors, time switches), electrical energy meters & measuring units, bus bars, capacitors for reactive power compensation, distribution boards, distribution enclosures, cable management systems, lighting management systems.
- Rectifying or arranging the rectification of underperforming equipments.
- Providing support & feedback to the production and R&D team about the underperformance of the equipments installed.

EDUCATIONAL QUALIFICATIONS

- **B.Tech(Electrical Engineering)** – 8.44 (DGPA)
July – 2013, Birbhum Institute of Engineering & Technology, Suri, Birbhum, West Bengal
West Bengal University of Technology
- **10+2** – 73.8%
May- 2008, Shri Guru Ram Rai Public School Patel Nagar, Dehradun, Uttarakhand
Central Board of Secondary Education
- **10th** – 69.2%
May - 2006, All Saint Convent School, Tehri, Uttarakhand
Indian Certificate of Secondary Education

COMPUTER SKILLS

Tools: MS-Office, Libre-Office, MATLAB, Simulink, SAP MM module, Ariba

Operating Systems: Windows, Linux

CORE COMPETENCIES

- Exposure to thermal power plants, hydro power plants, solar power plants, airports. Knowledge on electrical and mechanical aspects
- Project planning, project management
- Good experience in procurement of all kind of electrical, mechanical and electronic items
- Experience in CAPEX and OPEX procurements
- Cost control by making budget based procurement
- Experience in EPC of power projects
- Completed SIX SIGMA Yellow Belt Training
- Experience in review of technical specification, e-RFQ preparation, tender documents preparation, invitation of bids, technical & commercial evaluation, preparing comparative sheets, conducting meetings before awarding the packages, finalization and preparation of purchase order/service order
- Conducting reverse auctions, final negotiations
- Proficient knowledge on ERP tool - SAP MM module, creating PRs and POs through SAP
- Proficient in PR to PO cycle
- Material management, vendor management and strategic sourcing
- Proficient knowledge on procurement and contracts in thermal power plants, solar power plants
- Post order activities such as co-ordination with the vendors for timely delivery of goods
- Experience in procuring imported goods, negotiation with international vendors, well aware of the INCOTERMS, sale in transit, high sea sales
- Plant resource management & optimization in a cost effective manner
- Working knowledge on the engineering of various projects, reviewing DPRs, reviewing drawings, detailed engineering
- Working with the engineering team on cost reduction issues, pre bid and post bid discussions
- Proficient knowledge on O & M of various packages in thermal power plant such as CHP, AHP, BTG and also the electrical operation & maintenance of the plant
- Proficient knowledge on O & M of the solar power plant
- Quality inspection of the materials as well as verification of testing of the manufactured equipments
- Inspection of the work carried out by the contractors at site

TRAININGS

1. **Company:** Damodar Valley Corporation (Maithan Dam and Maithan Gas Turbine Station)

Duration: 21 days

Departments: Public Relations, Power Generation, Transmission & Distribution (Erection & Maintenance of 220KV substation), Central Load Dispatch

2. Company: Durgapur Projects Limited (Thermal Power Project)

Duration: 30 days

Departments: Power Generation, Transmission & Distribution, Machine Maintenance, Substation Erection & Maintenance, Switchgear and Protection

3. Company: Automation Engineers A.B. Private Limited (Authorised System House & Solution Partner of SIEMENS)

Duration: 3 months and job thereafter

Training Programs: Industrial Automation (PLC, SCADA, Switchgear & Instrumentation, AC & DC Drives, Panel Designing/Testing, AutoCAD)

EXTRACURRICULAR ACTIVITIES AND ACHIEVEMENTS

- Winner in inter college level technical project event
- Stood third in English essay writing competition in 10+2
- Winner in extempore competition in 8th standard
- Was awarded for helping poor people
- Served as a volunteer in various events in school and college

PERSONAL PROFILE

Father's Name : Somnath Mukherjee
Mother's Name : Shukla Mukherjee
DOB : 12th April, 1991
Languages known : English, Hindi, Bengali
Location Preference : Anywhere in India

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: New Delhi

(Sujay Mukherjee)