**SAURABH SUMAN Contact:**+91 9662508414**/ Email :**saurabhsumanice@gmail.com

**Seeking Engineering role in Procurement / Instrumentation**

**Industry Preference: EPC Contractor, Oil & Gas, Power/Energy, Cement & Pharmaceutical**

**Location Preference: India & International (Middle East)**

**PROFESSIONAL SUMMARY**

* **Qualified B.E. (Instrumentation and Control Engineering) with over 5 + years in Procurement and vendor development in Solar EPC& Instrumentation Manufacturing Firm.**
* Presently associated with **TecSo Projects Ltd., Vadodara as a Sr. Procurement Engineer**; exposure in purchasing & vendor developments.
* Strong experience in all areas of instrumentation and control & Electrical engineering Items.
* Superior knowledge of applicable instrument and control materials.
* Good man management skills, ability to do multitask, team work, good understanding of operational & systemic aspects for providing complete solutions and work with minimal supervision and under pressure, seeking & harnessing new opportunities and creating win-wins.

**KEY SKILLS**

Supply Chain Management Vendor / Procurement Development

Techno-commercial Operation Maintenance Management

Material Management Client Relationship Management

Planning & Engineering Good Negotiation Skill

Market Knowledge in sourcing of materials and Services

**PROFESSIONAL EXPERIENCE**

**Since Feb’16: TecSo Projects Ltd., Vadodara, India**

**Joint as Procurement Engineer**

*Solar / Renewal Energy EPC Firm*

**Role;**

* Create RFQ for the materials and services, for projects departments, for projects materials, consumables, equipment’s, services and sub contracts.
* Float RFQ to vendors,follow up and obtain offers.
* Techno-commercial evaluation and preparation of comparative statements.
* Meeting with technical qualified and lower quote vendor for negotiation.
* Generating PO for services and materials.
* Follow-up on material delivery and documentation requirements.
* Follow client standards and procedures for inspection, documentation requirements, delivery requirements, etc.
* Vendor evaluation & registration.

**Secondary duties and responsibilities:**

**Internal:**

* Follow PR to PO’s process through SAP B1with ISO 9001:2015.
* Monitoring of the Documents control and expediting activities concerning the above purchasing documents.
* Attending client meeting and meetings with designers.
* Attending vendor facilities, as necessary in expediting and follow up.
* Generating vendor database for the materials and services.

**Key Projects Handled:**

Title : 2X3.3 MW On-grid Solar PV Power Plant Project.

Client : Military Engineer Services.

Title : 1X30 MW Solar Roof Top Power Projects

Client : BESCOM.

Title : 1X10 MW Bhadla Power Project.

Client : Solargise India Pvt. Ltd.

**PAST PROFESSIONAL EXPERCIENE**

**From Feb’13 to Feb’16: Flowtech Measuring Instruments Pvt. Ltd., Vadodara, India**

**Joint as Graduate Engineering Trainee; promoted as an Assistant Engineer in Jan’14**

*Instrumentation Manufacturing Firm*

* Making instrumentation datasheet, field instrument & control system specification.
* Review / assess technical Specification, BOQ (Bill Of Quantity) and Drawings to determine

suitable vendors and suppliers.

* Responsible for reviewing G.A. drawings, sizing calculation of bore by Flowel software.
* Handling procurement activities.Designing and developing new control systems.
* Managing project within cost & time, developing vendor and procurement of material.
* Looking after client; coordinating with clients, suppliers, contractors and relevant authorities.
* Administering commissioning & erection of only flow and level measuring instruments.
* Executing techno-commercial bid data sheets evaluation.
* Vendor selection, RFQs, Quotations evaluation and to prepare comparative statement.
* Preparation & issue purchase orders in accordance with selected suppliers, price and technical specifications.
* Follow up with vendors for timely delivery of materials.

**Key Projects Handled:**

Title : Reflex Type Level Gauges

Client : Cochin Shipyard Ltd., Kochi

Title : Float and Board Type Level Gauge for Abu Dhabi International Airport project

Client : L&T ECC

Title : Orifice Flange Assembly for 3850 MTPD Fertilizer Project

Client : PDIL

**ACADEMIC CREDENTIALS**

**2012 B.E (Instrumentation & Control Engineering)**from Sathyabama University with 70%

**2008 Intermediate Science** from Bihar School Examination Board, Patna with 55.2%

**2006 Senior Secondary** from Bihar School Examination Board, Patna with 63%

**Academic Training:**

Title : Programmable Logic Control (PLC)

Period : Dec’12-Mar’13

Client : Sofcon India Pvt. Ltd.

**Academic Project:**

* Synthesis & Characterization of Silver Nan Particle Fungus for the Detection of Pathogenic Bacteria

**Industrial Visit:**

* Madras Fertilizer Ltd., Chennai
* IntegratedCoach Factory, Chennai

**IT FORTE**

Operating System : WINDOWS XP& Vista /7/ 8

Language : C

Advance knowledge of Excel,MS Word, and windows based PC applications, ERP &SAP B1.

**PERSONAL DOSSIER**

Date of Birth : 15th December, 1991

Passport No. : N6132842

Address : 16, Behind Makarpura Depo,Pawandham Society Shopping Complex,

Makarpura, Vadodara

Area of Interest : Internet surfing, searching for new ideas, playing Cricket and PC Games