**MOHIT SARDANA**

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**CAREER OBJECTIVE**



To work as a sincere and hardworking economics asset in a growth oriented organization for consistent upgradation of my knowledge and self-talent along with organization.

**SYNOPSIS**



BTECH graduate with around 8 years of rich experience in automotive sector, wind energy division. Highly adroit with sourcing, procurement, vendor management, cost control, project coordination with hand on experience in Oracle R12 module.

**PROFESSIONAL WORK EXPERIENCE**

***COMPANY PROFILE:***

**Sharda Motor** is the market leader in manufacturing of exhaust systems, catalytic converter, independent suspension, seat frames, seat covers, soft top canopies, and pressed parts.

**Role**: - Assistant manager procurement

**Duration**: -August 2017 – till date

***Key responsibilities: -***

* Responsible for pan India purchase for Indirect purchase department.
* Major commodities include capex, opex, consumables, repair & maintenance, IT.
* Comparison of techno commercial offers, order finalization.
* Follow-up with accounts for vendors timely payment.
* Preparation of MIS reports which includes savings calculation sheet, PO TAT report etc.
* Cost saving & vendor consolidation through e-bidding using SAP Ariba tool.

**EMPLOYMENT RECORD 2**

**Since July 2014to Aug 2017with *GE India Industrial Pvt Ltd.,* as Sourcing analyst.**

**Procurement**

**Strategic Planning**

**Offer Evaluation**

**Project Purchase**

**Vendor Management**

**Costing/Estimation**

* **GE Wind Energy** is a branch of [GE Energy](https://en.wikipedia.org/wiki/GE_Energy), a subsidiary of [General Electric](https://en.wikipedia.org/wiki/General_Electric). The company manufactures and sells [wind turbines](https://en.wikipedia.org/wiki/Wind_turbine) to the international market. In 2009, GE was the second largest wind turbine manufacturer in the world.

**Role: -**Sourcing Analyst (Wind division)

**Duration: -**July 2014 – Jan 2017

***Key responsibilities: -***

* Looks after indirect sourcing which includes requirements of **MRO** (Maintenance repair and operations) for wind division.
* Doing E-auction to close various negotiations with vendors for different projects.
* Bought out item like abrasives, chemical lubricants and paints, electrical hardware and supplies, tools& tackles, material handling equipment, packaging material, safety products, test and measuring Equipments, installation and commissioning consumables.
* Organize all procurement activities relating from Purchase Request to Purchase Order (PR to PO) in Oracle R12 system.
* Convert purchase requisitions into purchase orders using Oracle.
* Day to day activities such as maintaining quotes, pricing analysis.
* Correspond with vendors regarding prices, product availability, and on time material delivery.
* Respond to inquiries from requestor regarding requisitions, purchase orders, contracts and pricing information.
* Interact with the users and Suppliers and respond to their queries related to purchasing activities.
* Responsible for providing the data reports related to procurement processes.
* Floating RFQs to suppliers to get the techno-commercial offers for various wind site requirements.
* Evaluating quotes by preparing comparative offers and doing further negotiations for final order finalization with L1 vendor.
* Doing vendor on-boarding in SMF (supplier master file).
* Liaise with Accounts Payable Department to ensure accurate and timely payment of invoices, as necessary for the business with the suppliers.

**EMPLOYMENT RECORD3**

**Since June 2011to July 2014with *AVL India Pvt Ltd.,* as Engineer Material planning**

***COMPANY PROFILE:***

* **AVL**,or **Anstalt für Verbrennungskraftmaschinen List**, is an [Austrian](https://en.wikipedia.org/wiki/Austria)-based [automotive](https://en.wikipedia.org/wiki/Automotive) consulting firm as well as an independent research institute. It is the largest privately owned company for the development of [powertrain](https://en.wikipedia.org/wiki/Powertrain) systems with [internal combustion engines](https://en.wikipedia.org/wiki/Internal_combustion_engine) (ICEs) as well as instrumentation and test systems and also produces [electric powertrains](https://en.wikipedia.org/wiki/Electric_powertrain)

***Key Responsibilities:***

* Cost saving initiatives through alternate sourcing, negotiation.
* Conduct negotiation with local and international suppliers regarding prices, quality, volume, lead time, payterm.
* Order goods and services as per negotiated and approved budget. Review quotations, prepare price comparisons, issues PO in accordance with company policy and negotiated terms and negotiated terms and conditions.
* Maintain SRM portal for suppliers globally i.e. new supplier registration, maintaining supplier documents.
* Running MRP (Material requirements planning) in ERP system as per the BOM (Bill of material) of product and doing further planning for procurement of material as per the yearly sales forecast.

**Key item categories: -**

All major categories of electrical and instrument system from reputed OEMs like **Lapp, polycab, KEI, Belden, Rittal, Siemens, Schneider, L&T, Phoenix, connectwell, Wago, Honeywell, Advantech. Hummel, ABB, OBO, Wika, Baumer, Tyco,** etc.

Electrical switchgears, PLC modules, all types cables and its accessories, motors, transmitters, sensors, RTDs, thermocouple

Firefighting and fire detections systems, security solutions like CCTV.

IT products like monitor modules, networking equipment, UPS, etc

**EMPLOYMENT RECORD4**

**Since April ’10to June ‘11with KeysightTechnologies – Material Engineer**

***COMPANY PROFILE:***

Keysight Technologies is a [US](https://en.wikipedia.org/wiki/USA) company that manufactures test and measurement equipment and software. In 2014, Keysight was spun off of [Agilent Technologies](https://en.wikipedia.org/wiki/Agilent_Technologies), bringing with it the product lines focused on electronics and radio, leaving Agilent with the chemical and bio-analytical products.



***Key Responsibilities: -***

* Maintain the Material Specifications for components based on the requirement of Designers and Manufacturing Units Worldwide.
* Worked with suppliers for components EOL and to support design & development team during initial design phase research.
* To suggest appropriate replacement parts for component, obsolesce.
* To maintain technical specifications for electronics components.
* Item creation, Component setup and to store technical information.



**SCHOLASTICS**

**B.E. (Electronics and communication Engineering)** from Dronacharya College of Engineering, Gurgaon affiliated to M. D.University, Rohtakin 2009.

**PGDM (Materials and supply chain**) from IMT Ghaziabad in 2013

**IT SKILLS**



* MS Project*2003*
* Oracle (R12 module)
* MS Office

**PERSONAL DOSSIER**



* Father’s Name : Sh. Desh Mukh Sardana
* Gender : Male
* Nationality : Indian
* Joining Period : 1 Month
* Expected Salary : Negotiable
* Date of Birth : 13th Feb, 1988
* Hobbies : Playing cricket, Internet surfing