



# Ram Kishor kumar

Designation: Global Procurement Specialist

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Current location: Narsinghpur, Gurgaon Haryana, India 122004

## Objective

To wish to join an organization that can explore my knowledge and skills and allot me responsibilities and opportunities to achieve pinnacle in the organization.

## Summary

**Global Procurement / Sourcing / Import / Vendor Development / Capex & MRO / MIS / SAP MM / MyBuy Ariba**

- Diploma in production (Mechanical) engineering from PSBTE Chandigarh.
- Graduation in B. Tech (Mechanical) from Maharshi Dayanand University Rohtak Haryana
- Currently Associated with PepsiCo India Holdings Private Limited as Global Procurement specialist from Sep 2023 to till date.
- Previous Organization with HPCL-Mittal Energy Limited (HMEL) as Procurement Engineer, HMEL incorporated as Guru Gobind Singh Refinery Limited (GGSRL) is a joint venture between HPCL (Hindustan Petroleum Corporation Ltd) and Mittal Energy Investment Pte Ltd (MEIL, Singapore - a L. N. Mittal group company). From
- Dec 2022 to Sep 2023
- Previous Organization Mitsubishi Electric India Pvt. Ltd. as Executive - Procurement and Planning in semiconductor and devices department from Jan 2020 to Dec 2022.
- Previous Organization Vision India Services Pvt Ltd. as MIS Executive in from Jun 2017 to Dec 2019.
- Total Experience: Over roll – 8 Years in Manufacturing Industries (oil & Gas, Refinery, Petrochemicals, Automotive, Semiconductor & device, Automobile, FMCG)
- Notice period: 45 Days.

## Work Experience

### Sep 2023 to till date.

Working at “**PepsiCo India Holdings Private Limited**” Gurgaon as a “**Global Procurement specialist**”

### Job Responsibilities

- Support India Capex and MRO across Food Operations managing a total spend of \$150MM & more.
- Purchase orders are in place with required PepsiCo terms and conditions, in SAP.
- Market Scanning and Vendor Identification:
- Initiate Request for Quotes (RFQ) Process
- Support in Bid Analysis and Evaluation
- Support in Negotiation and Vendor Selection
- Documentation and Reporting: Maintain accurate records of procurement activities, contractual agreements & ABG, PBG.
- Generate regular reports highlighting procurement performance metrics, cost savings, and vendor performance.
- Close monitoring of vendor performance KPIs.
- Responsible for all SAP related activities – vendor code generation, TPDD, etc.
- Maintain and update the vendor repository.
- Co-ordination with suppliers for timely deliveries
- Ensure compliance with PepsiCo's Supplier Code of Conduct requirements for all India Packaging suppliers.
- India Foods BU Capex and MRO Procurement
- Responsible for obtaining quotes, negotiation with vendor and preparation of CS.
- Preparation of purchase orders and issuing delivery schedules to the suppliers.
- Follow up with the vendors to receive the right quality material in time.
- To follow up till the material delivery and final settlement of payment to vendor
- coordination with related departments and Locations.

## **KEY INTERACTIONS**

- **External:**
- ✓ Suppliers – MRO and Capex
- **Internal:**
- ✓ India Region Plant teams
- ✓ India Region engineering teams.

## Dec 2022 to Sep 2023

Working at "**HPCL-Mittal Energy Limited (HMEL)**" Noida as a "**Procurement Engineer**"

(A Joint Venture of Hindustan Petroleum Corporation Limited and Mittal Energy Pvt Ltd. Singapore)

### Job Responsibilities

- To Make and Released the Purchase Order & Limited Tenders, Nominated Tenders, Open Tenders, Order management Process Order, Costing, Receive Inquire & Quotation, RFP, RFQ, follow-up, Debit note, Credit note, RGP, NRGP, Commercial Bid analysis, Proposal note, order management, Process Order, and Inquire & Quotation, Cost Analysis or Costing.
- Handling complete process Purchase Requisition (PR) to purchase order (PO)
- Responsible for purchase and vendor Development and current purchasing area Electrical and Mechanical items.
- Collate purchase orders and purchase requisitions to order materials, goods and supplies.
- Create Tenders on M Junction Pro Software and RFQ, Proposal Note, Commercial Bid Analysis.
- Collect and verify Banks Guarantee in respect to Po and Tender of supplies from Vendors & Suppliers.
- Deal with non-moving, slow-moving, fast-moving materials, under orders, over orders and damaged.
- Handling the internal customer complaints, Reading and correction the Drawings.
- Negotiate the best payment terms and contract conditions, maintaining high level of integrity.
- Able to manage competitive quote.
- Handling purchase request- Purchasing of materials.
- Negotiate price- commercial terms & agreements with vendors.
- Follow up with vendors till delivery- timely delivery.
- Good knowledge of incoterms (International Commercial Terms)

## Jan 2020 to Dec 2022

Working at "**Mitsubishi Electric India Private Limited**" Gurgaon as a "**Executive -Procurement and Planning**"

### Job Responsibilities

- PO Issuance and Tracking for Acknowledgement as per Instruction Received.
- Create Purchase Order / Updating of GRN and Incoming status to Sales Team
- Release Purchase Order / GRN Goods Receipt Notes (MIGO)
- Create Material / Change Material / Display Material
- Sharing Pre-alerts with Clearing Agent and coordination with them For Clearance.
- Change Physical Inventory Document / Purchase Orders by PO Number
- Post Goods Receipt for Purchase Order/ Sales Order Request
- Shipment Clearance / Stock Entry & Purchase Booking Follow up.
- Handling Price water house Coopers (PWC) Portal for Create E-way bill.
- Handling Melco Application Trinity, Sales Web., PSI, Post Buyer MEI, SAP MM and Cordys.
- Handling Customs Portal ICEGATE for Duty calculator.
- ECP Registration Request to MELCO / ECP Clearance status Report
- Vender Payment Calculation and Send to Account Dep't.
- Should have Knowledge of Air and Sea Import & Export Shipments.
- Coordination with Import Teams CHA/DHL/MRC / KWE Freight Forwarder, Transporters.
- Preparing Export Invoice, packing List, Declaration & Annexure-A
- Daily Reports - Exw Report, Backlog Report, Shipment Status Report
- Price Comparison / PO Issued to Melco Japan / Vendor Registration
- Purchase Order Create In SAP & Cordys / Import Shipping Status Inquiry Daily Bases.
- Duty Payment Request to Account Department / Check List Approve
- Prealert Reporting Send to CHA Daily Bases / Customer Open Order Report Weekly
- Shipment Reply Sharing on Weekly & SPS Maintain In PSI Regular Basis.
- Failed unit Export for analysis to Japan / Cogs maintain in SAP.
- Maintenance Customer PO FILE / MEI Weekly Schedule to Japan.
- Part Maintain in SAP, GST, TCS, HSN, PRICE etc. / Part Create In SAP.
- SAF & Service Sheet Create Cordy / Local Purchase Order Issue in SAP.

## Jun 2017 to Dec 2019

Worked at "**Vision India Services Pvt Ltd**" Gurgaon as a "**MIS Executive**"

### Job Responsibilities

- Created Database Reports for Management Evaluation.
- Handling the Back End Operations works.
- MIS reporting by using MS Excel at Operational level.
- Preparing MIS on Daily / Weekly & monthly Basis.
- Implement and Analysis data to create daily, weekly, monthly, and quarterly reports.
- Should have knowledge on End-to-End MIS reporting.
- Should have very good knowledge of MS-EXCEL.
- Dedicated to finishing projects by or even before the set deadline.
- Provide strong reporting and analytical information support to the management team.

## **General & Technical Key Skills**

SAP MM & Ariba (MyBuy), MIS, Import & domestic Purchasing, Indirect Procurement, Incoterms, vendor evaluation, RFQ, bid evaluation, Annual rate contract, price Negotiation, Capex, MRO, AMC, ARC, Supply & Service Agreement, ABG, PBA, Technical Queries, Technical Bid Evaluation, Mechanical data sheets etc.

## **Training and certification**

- Diploma in Computer Application -DCA
- Advanced Diploma in Computer Application -ADCA
- Management Information Systems -MIS
- Systems Applications and Products (SAP-MM)
- Demand forecasting in supply Chain.
- Supply chain management- (SCM)
- Certified International Procurement Professional (**CIPP**)
- Certified International Procurement Manager (**CIPM**)

## **Vocational Training and certification (6 weeks)**

- **Bharat Wagon & Engineering company Ltd. Muzaffarpur, Bihar**

A Govt. of India Undertaking -Ministry of Railways / Department of Mechanical Engineering

## **Academic Qualification**

- B. Tech in Mechanical Engineering Maharshi Dayanand University Rohtak Haryana.
- Diploma in Mechanical Engineering PSBTE Chandigarh.
- Intermediate from BSEB Patna Bihar.
- High school from BSEB Patna Bihar.

## **Language**

- Maithili
- Hindi
- English

## **Strength**

- Capable of working under pressure and meet deadlines as scheduled with quality in work.
- Can work under pressure meet all Deadlines.
- Ability to learn things fast and Smart Worked
- Good Team player
- Able to work under Pressure.
- Positive thinking

## **Personal Information**

- Date of Birth : 10-01-1998
- Gender : Male
- Father name : Mahendra Singh
- Nationality : Indian
- Interests : Searching a new Technology, & Listening music
- Permanent Address: Village- Matua, Post- Kashor, PS- Warisnagar, Distt- Samastipur, Bihar, Pin-848133

## **Declaration**

I hereby declare that the particulars of information in above are true, correct, and complete to the best of my knowledge and belief.

Place: Gurgaon Haryana

Ram Kishor kumar

Date: ...../...../2026