



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 (GG SRL) 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