

Prashant Sopan Landge

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Seeking Assignments in Contracts & Procurement / Sourcing / Vendor Development / E- Bidding with a reputed EPC organization.

OBJECTIVE

- ≈ To be attached with and contribute to the development of dynamic organization resulting in achievement of success in professional and personal life.

SYNOPSIS

- ≈ A dynamic professional over **2 Years of** experience in Contracts & Procurement, Sourcing, Vendor Development, E- Bidding & Estimation, scheduling and co-ordination.
- ≈ Fully involved in **Procurement for EPC Projects** (Pipeline Projects, CNG station, Terminal Works).
- ≈ **Presently working with VCS Quality Services Pvt Ltd, Mumbai as a Graduate Engineer Trainee in Contracts & Procurement Deptt.**
- ≈ Proficient in effectively managing Procurement for EPC Projects, operations, Project requirement analysis, & liaison to ensure on time achievement of organizational targets.
- ≈ An effective communicator with strong analytical and relationship building skills.
- ≈ Understand key commercial/contractual mechanisms
- ≈ Surveying marketplace for alternate sources of supply and benchmarks for ongoing acquired goods/services

AREAS OF EXPERTISE

Procurement Management

- ≈ Fully involved in Pre-Tender activities like BEC Preparation, Tender Preparation (Technical & commercial) and expedite for Pre-Bid Meeting.
- ≈ Sending RFQ / Tender Document to Suppliers / Contractors through E- Tendering System
- ≈ Receiving the Bids against RFQs / Tenders
- ≈ Facilitating the unpriced bid opening
- ≈ Evaluating the Bids Technically and Commercially/Financially
- ≈ Sending Technical Queries (TQ) and Commercial Queries (CQ) to Supplier / contractor for clarification
- ≈ Prepare the Techno-Commercial Bid Analysis (TCBA)
- ≈ Preparing the Price Bid Opening Recommendation for Client's consideration
- ≈ Facilitating the Price Bid opening
- ≈ Evaluation and comparison of price bid of the bidders
- ≈ Preparing the FOI / LOI
- ≈ Assist in Price negotiation with the vendors, if required
- ≈ Assist in Preparing LOA / PO
- ≈ Assist in Post order expediting with supplier for timely delivery of materials
- ≈ Assist in Order Closure of the issued LOA / PO with vendor rating
- ≈ Vendor development for ongoing and future projects with directly assistance of Head (C&P)
- ≈ Analysis of Tender
- ≈ Making Technical/Commercial queries of tenders to be submitted by VCS to various clients

≈ Assist in Conducting effective negotiation

Along with all making coordination between technical team for timely delivery of project. Float of RFQs to Client's approved Vendor, take follow-up for the offer from vendor.

ORGANISATIONAL DETAILS

1. Working since **August 2017** at **VCS Quality Services Pvt Ltd, Mumbai** in **Contracts & Procurement Department** as an **Graduate Engineer Trainee**

- **KEY PROJECTS HANDLED:**

- ≈ Contracts & Procurement Management for **ARC project for GAIL INDIA LIMITED.**
- ≈ Contracts & Procurement Management for **Providing PMC Services for City Gas Distribution (CGD) Expansion Projects for NCT of Delhi and NCR for 2 Years (In – Process)**

2. Worked at **Idec Flow Control, Mumbai** from June 2016 to August 2017 as an Executive- Technical Sales.

- **KEY PROJECTS HANDLED:**

- ≈ Contract Management of **ARC Projects for Providing Repair and Maintaine Services for Valves of Neelam - Heera Asset of Oil and Natural Gas Corporation Ltd, Mumbai (Offshore Division)**
- ≈ Contract Management of **ARC Projects for Providing Valves Repair Services of Gujarat State Electricity Corporation Ltd, Ukai (Thermal Power Station)** for a period of one year

PROFESSIONAL QUALIFICATION

- ≈ Pursuing **Post Graduate Diploma in Project Management** from Maharashtra Institute of Technology (MIT), Pune
- ≈ Completed **Bachelor of Engineering (BE) in Mechanical Engineering** from University of Pune with 63.6 % in the year 2015
- ≈ Completed **Diploma in Mechanical Engineering** from Shreeram Polytechnic, Navi Mumbai (MSBTE) with 73.59% in the year 2011
- ≈ Completed SSC from Saraswati Vidyalaya, Bhandup (Maharashtra Board) with 84.92% in the year 2008

IT SKILLS

Operating Systems : Win XP / Win 7 / Win 8 /Win 10
Package : MS Office

PERSONAL PROFILE

Date of Birth : 27th Dec 1992
Father's Name : Mr. Sopan Landge
Mother's Name : Mrs. Jayshree Landge
Permanent Address : ¼ Satyam CHS, Shivkrupa Nagar, Bhandup (East), Mumbai 400 042
Language Known : English, Hindi, Marathi
Marital Status : Single
Nationality : Indian

DECLARATION:

I do solemnly affirm that all the information furnished above are true to best of my knowledge.

Date:

Place:

(PRASHNAT LANDGE)