


RESUME

PERSONAL INFORMATION: Kalpesh R. Patil

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Sex :Male | Date of birth :09 Feb 1987 | Nationality: Indian |Marital Status: Married

CAREER SUMMARY:

- I am a graduate in Mechanical Engineering with 7.5years+ of experience in Procurement/Purchase /Materials Management

AREA OF EXPERTISE:

- Implementation of standard procurement process , PR to PO conversion up to vendor payments.
- Supplier evaluation & selection on the basis of requirement.
- Vendor research and vendor database (LCC Work)
- Strategically development of new vendors, to increase the supplier pool.
- Contract Management (AMC, Service contracts).
- Procurement, Sub Contracting, Negotiation, Expediting.
- Documentation control. Official letters, emails, MoMs.
- Strong network of SCM professionals, which is helpful for each other during critical issues.
- Co-ordination with authorized freight forwarders and CHA for import or export of material.

? Experience : (In Chronological Order Ending With Present Employment) :

1. Organization :

Name : National Heavy Engineering Co-Op Ltd.

Designation : Assistant Engineer

Duration : (~2 years) / 31st Aug. 2010 till 30th May. 2012

► RESPONSIBILITIES

- Job involves responsibility of Planning, Procurement, Sourcing of all types of material for production department:
- Assignments :
 - Detailing of Purchase Order as per the PR from Project team.
 - Floating RFQ, receiving, reviewing, sorting & merging of techno-commercial offers.
 - Reviewing Quotations and preparation of detailed comparison statement .
 - Vendor finalization on the basis of merits such as price, time and quality standards.
 - Material Follows Up to get timely delivery of material .
 - Verification & certification of supplier invoices as per Purchase Order & proceeding the same for payments.
 - Regular interaction with production, PPC and stores department to manager supply as per the requirement.

Commodities Handled :

- Fabricated items, machined items, castings, sheet metals, Subcontracting items, consummables, pipe, fittings, structural steel etc...
- Shop floor maintenance items.
- Various AMC contracts , service contracts etc...

2. Organization :

Name : Posco E&C India Pvt.Ltd. – EPC Division of POSCO Steel, South Korea

Designation : Assistant Manager

Duration : (5 years+) / 5th June 2012 to 31st July 2017

► RESPONSIBILITIES (Procurement)

• Assignments :

- Leading procurement department for site procurement.
- End to end activities starting from RFQ, Quotations, negotiation and purchase order execution (Implementation of P2P process).
- Review of issued purchase orders / service contracts and to get the status of the material from suppliers as per the delivery terms in PO
- Review of material requisitions and conversion of the same into PO within stipulated time frame.
- Follow up with store/project department for preparation of GRN and issuance of the same to accounts team.
- Follow up with accounts team for timely payments of suppliers.
- Review of suppliers performance on the basis of price, quality (rejection frequencies), time frame and maintaining the same.-
- Follow up with rejection claims(if any).
- Inspection Co-ordination : Follow up with suppliers for internal inspection report and inspection call & co-ordination with QCD / TPI team for inspection of material from our end.
- Follow up with logistics companies / CHA for material dispatched from other countries.
- Preparation of weekly, monthly reports for management of material procurement mentioning purchase order status respect to concern PR.
- Preparation of weekly report for finance/accounts team for arranging funds as per the material deliveries & PO terms.

• Commodities Handled :

Material Procurement:

- Raw material such as Structural Steel, sheet metal, plates, Coils,
- Fastening items, few standard electrical items like cables, motors etc...
- Fabricated items like steel structure, Machined Components, storage vessels, N2 tank....
- Piping related items such as MS/SS pipes, IBR, Non IBR pipes & respective fittings, valves, gaskets etc..

Service Contracts :

- Manpower contracts for site requirements, transportation contracts for to & fro of staff and management.
- To issue and execute various site contracts like sand blasting & painting contracts, Manpower supply Contracts, site repair and maintenance contracts. Etc...
- To issue & execute various service contracts for housekeeping service, vehicle service, Manpower supply,

Statutory Compliances :

- Co-ordination with vendor , client & government authorities to get the required sanctions for elevators, DG set, Boiler, Overhead crane, tower crane.

As the procedure of procurement is a universal process, can work with any organization with change in commodities.

Achievement In POSCO E&C India Pvt.Ltd.

- Awarded as “The Best Employee Of The Year 2015 by Posco E&C India”**

3. Current Organization

- Name** : Hanaro HTNS (CURRENT ORGANIZATION)
- Designation** : Manager
- Duration** : Continued from 11th Sep 2017

- Hanaro HTNS is a Korean MNC into international logistics/freight forwarding
- I am having experience of more than 7.4 years into procurement, due to some reason, I
- shall leave from my previous organization-POSCO E&C IND. After leaving Posco E&C, I got an opportunity to work with another Korean MNC – Hanaro HTNS into pricing and business development department. As nowadays, knowledge of international logistics is the most important for any purchase officer, as import and export are becoming a routine activities in almost all organizations.
- I have decided to work with this MNC to make myself a competent and efficient procurement professional.
- I have joined this organization for short time to get an exposure of international logistics and looking for an opportunity into Procurement / SCM functions for long time association like with Posco E&C India.

EDUCATION:

- 2010 Bachelor in Engineering**
Vishwakarma Institute Of Technology, Pune
Mechanical Engineer
Grade: First Class (61.62%)
- 2005 Higher Secondary Education - Science**
GTP College, Nandurbar
Grade: First Class (69.69%)
- 2003 Secondary School Certificate**
Grade: 78.14%

STRENGTHS:

- Hardworking, sincere ,self-motivated ,optimistic...

IT SKILLS:

- Microsoft Office (Word, Excel).
- Familiar with SAP (MM) for P2P
- Official MoM, Letters , Email.
- Familiar with SAP MM (P to P process)

Extra-Curricular Activities :

Received “Certificate of Participation” from “ANIRUDDHA’S Academy Of Disaster Management” for successfully completion of Basic course of Disaster Management.

LANGUAGE SKILLS:

LANGUAGE(S)	READ	SPEAK	WRITE
English	√	√	√
Hindi	√	√	√
Marathi	√	√	√

(KALPESH R. PATIL)

All mentioned information is true.