

Name : **Manisha Prabhakar Daware**
Mrs. Manisha Umesh Kulkarni

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Mobile No : (+91) – 9403624894

Date of Birth : 01-June-1971

Gender : Female

Marital Status : Married

Qualification : **B.E. (Electrical)**

Executive Introduction: I am a seasoned engineering executive having over 2 decades of experience in projects, sourcing & procurement and electrical design. Elevating traditional sourcing to more sustainable relationship-based partnerships has helped me build a credible position across various organizations.

A professional and a team leader with true organization building ability having 28 years of experience in the areas of Procurement, Sourcing, Tender estimation & Costing, in by optimizing resource utilization, capacity building, Sourcing, and Contracting

As An active Team player, I position myself more of a generalist multi-disciplinary executive who can contribute single handedly from detail engineering to vendor management to sourcing & administration specialist.

Career Summary:

Purchase Head, at private LLC Electrical Contractor

(Mar 2014 - till date)

- Excellent supplier lifecycle management expertise through positive relationships and negotiations.
 - Purchase requisitions are created and approved.
 - Vendors are evaluated and selected.
 - Purchase orders are issued for the required goods and services
- Floating outcome focused Purchase Enquiries to source material from market leaders such as Electrical Switches (Anchor Rider, Roma Plus, Honeywell, kolors, Hi fy), Ceiling Fan, Ex Fan, Light Fittings, Street Light Poles, Street Light Fittings, MCB, ELCB, DB's and Distribution Transformer Energy Meters, etc. ---
- Offer Management, Vendor Selection and contract execution: Through evaluation of vendor offers on various selection parameters from organization priority standpoint (quality, pricing, delivery and commercial terms, past performance if any, and relationship flexibility on technical/commercial/legal contracts). Post shortlisting, executing compliant purchase contracts/orders to ensure a Win - Win relationship sustains between chosen partners. I have demonstrated financial acumen and cost management skills consistently aligning to organization goals.
- Assume total responsibility of entire "Procure to Pay" cycle including (but not limited to) Coordination with Site In-charge for ongoing material requirements for Project Execution
- Invoices are reconciled and cross-checked with the original PO and receiving documents (three-way matching).
- Errors are recorded and corrected.
- Approved invoices are paid.
- Key Achievements:
 - Purchase Order Cycle Time reduced in Hours
 - Procurement Cycle Time improvement

- Cost Reduction
- Percent of On-Time Supplier Deliveries improved, Aim for 90% (or higher) availability, with on-time delivery, to ensure supply chain is uninterrupted
- Diversified supply chain, in-turn reduced risk exposure and improved the chances to obtain goods and services quickly.
- Vendor meetings taken with regard to lead time, delivery time, discounts, and Payment terms.
- Supplier Defect Rate improved Improved productivity, cost reduction, and build towards a better supply chain.
- Emergency purchases managed efficiently
- No project delayed in my career due to late delivery of overall purchases
- Payment terms lead time improved to additional 30 days as compare to previous Payment terms
- Price competitiveness improved to greater extent as compare to previous purchases

Deputy Manager, Thermax Limited, Enviro Division, Pune, Maharashtra
(Dec 2007 to Feb 2014)

Thermax is one-stop utility partner to both industrial and commercial segments, helping customers achieve better resource productivity and bottom lines while maintaining a better environment. It is the global market leader in both Air Pollution control as well as Water & Waste Solutions.

Some of my key contributions include:

- Comprehensive and time bound Electrical Tender Estimation, Requirements Detailing, Costing for Electrical Tenders of Steel & Cement Segments.
- In-depth Technical & Commercial Vendor offer Evaluation on various parameters aligning to selection criteria, and the post selection contract/PO execution lifecycle such as contract/commercial/technical negotiations, PO/Contract issuance, managing the delivery compliances on cost and time as key parameters and drive a sustainable vendor relationships.
- Active participation in all external meetings (vendors/customers) for accurate understanding of expectations/constraints from various stakeholders.
- Comprehensive & time bound technical and costing support to the sales team

Global clientele supported include (but not limited to) Tourah cement Egypt, Oman Cement, LNV Technology and Saudi cements

Domestic clientele supported include Visakhapatnam Steel Plants, Bhilai Steel Plant, Rourkela Steel Plant, Tata Steel, Jamshedpur, ACC- Galal, Walchandnagar Industries Ltd., Thyssen Krupp, Tamil Nadu Cement Corporation, Lafarge Cement, FLSmidth, Torrent Power, Ahmedabad, Reliance Industries Chettinad Cements and many others.

Tender Estimation KPI:

Senior Engineer, Suzlon Infrastructure Services Ltd, Pune, Maharashtra
Mar 2007 to Nov 2007

Suzlon Group is among the world's leading renewable energy solutions provider that is revolutionizing and redefining the way sustainable energy sources are harnessed across the world. Present in 18 countries across Asia, Australia, Europe, Africa and the Americas, Suzlon is powering a greener tomorrow with its strong competencies in renewable energy systems. Suzlon's extensive range of robust and reliable products backed by its cutting-edge R&D and more than two decades of expertise are designed to ensure optimum performance, higher yields and maximum return on investment for the customers.

My key contribution included:

- Engaged coordination with leading vendors for procurement of Electrical Equipment like HT circuit breakers, HT conductors MV distribution transformers
- Documentation compliances: Maintaining Site NCR Record & implementation of flawless CAPA onto the same
- Technical validation of Vendor drawings, GTP as per specification of respective governing standards
- Actively participated in SAP Training (User end) for Project System and Material Module in the core team. Some aspects such as Creating and managing PRs POs in SAP.

Junior Engineer, N. M. Deodhar Consulting Engineers, Pune

Apr 2006 to Feb 2007

N M Deodhar Consulting Engineers is primarily a Mechanical Consulting Engineering firm. The firm was founded by N M Deodhar in 2001, having experience in Design & Drawing, Procurement & Construction and Operation & Maintenance- Service departments of more than 17 years in various capacities from Design Engineer in the Air Conditioning and allied fields to Branch Manager of the diversified Engineering Company.

A successful track record in Project Management, exposure to Training, Total Quality Management, ISO-9001, Recruitment, Project Management, Personnel, Administration, Commercial & Accounting as a Branch Manager has made our Systems from Conceptualizing to Planning, Designing and Detailing very efficient. We have provided our Services in various capacities for the Air Conditioning, Electrification, Ventilation and Refrigeration systems and have undertaken projects in various sectors like Power, Consumer goods manufacturing, CNC Machine Shop, Process Industry, Hotel Industry, Hospitals, OTs, Pharma, Chemical and Clean Labs, Auto Manufacturing, Testing and Allied Industries, Basement and Car park Ventilation, Educational Institutes, Shopping Malls, Auditoriums and Cinema Halls, IT & ITES etc.

My technical oriented role assumed responsibilities such as:

- Preparation of Single line diagram, Lighting Layout in Auto cad 2D
- Preparation and validation of entire technical Bill of quantities
- Being primary technical owner, intercede between consultants and customers for entire technical support

Design Engineer, AB Engineering Consultants, Pune

Feb 2004 to Oct 2005

AB Engineers & Consultants group works with manufacturers and service providers to develop QMS documentation, programs, training and certifications supporting the oil and gas industry. We focus our knowledge and experience to all sectors of the oil and gas industry specializing in the development, implementation and sustainment of management systems, thus improving efficiencies while minimizing risks and increasing profitability to the organizations. AB Engineers & Consultants group has a team of industry practitioners with vast experience of devising and implementing management systems.

AB Engineers & Consultants group offers the full spectrum of services and specializes in supporting companies achieve international standards certifications such as API Spec Q1, API Spec Q2 and ISO 9001. We cater to every activity including creating user friendly quality documents and providing effective training to your employees to deliver effective work.

I have primarily assumed responsibilities such as:

- Preparation of Single line diagram for School, Colleges & Industrial Factory, Lighting Layout for electrical substations in AutoCAD 2D
- Preparation of technical Bill of quantities
- Acting as a technical intercede between consultants and customers for technical support
- Projects Handled responsibly include Walchand Nagar Industries, Kirloskar Brothers, Cummins Engineering College, and JSW Steel Project for Thermax Ltd

Engineering Executive, CG Brook hansen Ltd, (A joint venture between CG Power and Industrial Solutions Ltd & Brook hansen BTR Group U.K.), Ahmednagar

Feb 1998 to Jan 2000

- Drawing & Data Control of Electric Motor part drawing of various Frame sizes which are coming from UK
- Maintenance of Plant and Machinery
- Coordination with production for assembly line facilities
- Procurement of the machine spares and maintaining updated stock of spares for the same
- Experienced on SAP R3 system for creating material code & Bill of Materials

Institutional Sales Engineer, Kirloskar Electric Ltd, Pune

Feb 1996 to Jan 1998

- Support to sales team for sales of motors at all branches across India
- Coordination with the production & dispatch department for execution of Stock Indents & Direct Orders
- Maintaining records of Stock Indents & Direct Orders
- Monthly Sales Planning
- Personally, leading to understand the needs of service engineers, dealers and customer's to act as a bridge in between customers and Head office regarding work achievement like SLA, THD, dealer rating, repeated complaints, performance and planning to way forward

Design Engineer, Mithsagar Electronics, Pune

Feb 1994 to Jan 1996

- Material Procurement
- Preparation of Single line diagram in Autocad 2D
- Preparation of Electrical Wiring Diagram of MCC & Instrument Panels
- Coordination with production team for assembly of control panels and acting as a liaising for their onsite production related requirements
- QA Inspection of Final product at every stage to ensure poka yoke of final product

I am comfortable using

MS Office,
AutoCAD 2D 2010
SAP business application.

Educational Details:

| Qualification | Institute | Graduation Year |
|-----------------------|--|------------------------|
| B.E. Electrical | Cusrow Wadia Institute of Technology, Pune | May 1996 |
| Diploma in Electrical | Government Polytechnic, Dhule | May 1990 |

I hereby agree that the information briefed above is true to the best of my knowledge and I hereby agree for my personal data, included in my job application, to be processed in line with the needs of recruitment.

Manisha Daware-Kulkarni
Pune.