

Curriculum Vitae

KAILASH ARASE

Qtr. No. HA-19, Sr. Hudco Block,
Staff Colony, Diamond Cement
Plant, Village + Po – Narsingarh,
Dist - Damoh, Madhya Pradesh
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Key Skills:

Mechanical Engineer and MBA with 21 years of experience in Materials, Sourcing, Procurement, Services & Contracts for Project and Operation Plant as DGM Procurement in Cement and Steel Industries.

Technical Qualification:

- ✓ Diploma in Mechanical Engineering (DME) from M.S.B.T.E. Mumbai, April 2000 with II Division.
- ✓ Diploma in Materials Management (DMM) from I.M.T. Ghaziabad, June 2006 with II Division.
- ✓ Bachelor in Mechanical Engineering (BE-Mech) from I.B.M.E. New Delhi, July 2011 with II Division (B+ Grade)
- ✓ Bachelor in Commerce – Computer Application (B.COM) from Kalinga University Raipur, June 2016 with I Division.
- ✓ MBA in Operation and IT Management from I.I.C.T. Lucknow, August 2017 with I Division.

Academic Qualification:

- ✓ Secondary School Certificate (SSC) from Divisional Board Nagpur, March 1993 with I div.
- ✓ Higher Secondary School Certificate (HSSC) from Divisional Board Nagpur, March 1995 with II div.

Computer Skills:

- ✓ Windows XP, MS Word, MS PowerPoint, MS Excel, Outlook Express, Internet, Web Surfing & Browsing etc.
- ✓ Operating Knowledge of Oracle base ERP being Involved in implementing and execution, Currently Operating SAP MM module and Easy Supply Online Portal for Auction. Currently Involved in implementing and execution of SAP Ariba

Major Achievements:

- ✓ Highly cost reduction & reduce delivery cycle time in advance planning
- ✓ Increase the supplier payment terms up to – 45 to 60 days
- ✓ Find out alternative source for OEM and critical items.
- ✓ On time delivery with quality material as per plan and Project
- ✓ Completed the all assigned new project by procurement capex items and services on time within the AFE Budget
- ✓ Added valuation in finance for disposal of scrap material timely and better price.
- ✓ Successfully Implemented SAP MM, SAP Ariba under process and Easy Supply Online Portal

Project Procurement Handled Details

- ✓ Completed the Expansion of Manufacturing Production line at Pitti Lamination Ltd by procurement all materials and services as per project requirement.

- ✓ Completed the Green field Cement Plant Project and Railway Siding project at JSW Cement Ltd by procurement all materials and services as per project requirement.
- ✓ Completed the Thermal Power Plant Project at Bhushan Steel Ltd by procurement all materials and services as per project requirement.
- ✓ Completed the WHR Power Plant Project, Cement Grinding Unit Separator and Clinker Transportation system Project, Dry Fly ash Silo Project by procurement all materials and services as per project requirement.
- ✓ Currently Handling project procurement for Alternative fuel Feeding System at Clinker Unit Narsingharh

Training Undergone:

- ✓ Full day Training program of 5-S Tools for Housekeeping/Productive workplaces.
- ✓ Full day Training program on KAIZEN (Continual improvement at zero cost).
- ✓ Full day Training program on Implementation of ISO 9001:2000 Certification. Exposure to ISO 9001-2000/ TS 16949.
- ✓ Full day Training Program on Lean Manufacturing System.
- ✓ Five-day Training program on Implement of ERP/SAP System.
- ✓ Three Days workshop on Six Sigma implements.
- ✓ One Days workshop on ISO 9001:2000 QMS Program.
- ✓ Full day Training Program on First Aid Treatment.
- ✓ Two days workshop on Art of Living.
- ✓ One day workshop on Anti-Corruption and Sexual Harassment
- ✓ Three Days training for Internal Auditor

General Evaluation:

- ✓ Working knowledge of techniques & procedures of system.
- ✓ Strong analytical, interpersonal, presentation, coaching & monitoring.
- ✓ Self drive and determination to meet the day to day Objectives and continuous improvement. Ability to do work in under pressure.
- ✓ Desire to learn from mistakes and improve. Decision making & problem Solving.
- ✓ Ability to take the initiative to start and complete tasks independently and meet commitments. Negotiation & Leadership Skills.
- ✓ Good communication skills to ensure alignment with internal peers and business partners like Team Player.
- ✓ Should have of high-integrity and pleasant approach who treats supplier as part of the company's supply chain.
- ✓ Ability to effectively present information and respond to questions, inquiries or complaints from groups of managers, clients & customers.
- ✓ Ability to work independently as well as collaborate with cross-functional teams.
- ✓ Ability to effectively present information to top management when applicable.
- ✓ Excellent Interpersonal skills to work with seniors, peers and subordinates to ensure maximum collaboration across geographies and business
- ✓ Adaptability, Hunger for learning, Result orientation, Speed High Energy, Team player, Self starter ... initiative ... enthusiasm ... confidence

Professional Experience: Present

1. Deputy General Manager Procurement: Since July 2019 to till date.

M/s HeidelbergCement India Ltd. Narsingarh, Damoh, MP

HeidelbergCement India Limited (HCIL / Company) is a subsidiary of HeidelbergCement Group, Germany. The HeidelbergCement Group is a global market leader in aggregates and a prominent player in the fields of cement, concrete and other downstream activities, ranking as one of the world's largest manufacturers of building materials. The Group employs 52,600 manpower at 2,500 locations in more than 40 countries. The Company has its operations in Central India at Damoh (Madhya Pradesh), Jhansi (Uttar Pradesh) and in Southern India at Ammasandra (Karnataka).

HeidelbergCement has completed the acquisition of a 100% stake in Italcementi from Italmobiliare. The combination of HeidelbergCement and Italcementi creates the number 1 in aggregates production, the number 2 in cement and number 3 in ready-mixed concrete worldwide. The combined cement grinding capacity of 156 cement plants totals 197 million tons. HeidelbergCement operates more than 600 aggregates production sites and over 1,700 ready-mixed concrete plants. This makes HeidelbergCement the world's leading vertically integrated building materials supplier

Job Responsibility:

◆ Purchase Management

- ✓ Inviting offers from vendors/contractors as per BOM/Indent, evaluating offer techno-commercially and awarding purchase orders/work contracts after negotiations with taking necessary management approval
- ✓ Evaluation and negotiation with vendors of direct and indirect materials in terms of company strength, price, payment terms and delivery schedule.
- ✓ Preparation & release of Purchase orders & Rate Contract. Co-ordinate plan & execute all purchase related activities.
- ✓ Planning & procurement of Engg. Spares, equipment, project material, machinery, consumables, lab chemicals, Paints, Lubes, Plastics and Rubber components.
- ✓ Accountability & co ordination with procurement of material at right price as per plan. Monitor the cost, schedule and scope of assigned subcontracts to assure best quality at best value.
- ✓ Heading Indirect Purchase function of plant - Service Purchase, Capex Purchase, Indirect Materials, Managing Categories in Capex, Construction/Utilities Projects, Services and Materials.

◆ Procurement and Sourcing Management

- ✓ Maintain sourcing strategy and tools for steel and steel structures, Filter bags, Engg component, mechanical & electrical boughtout items, Lubricants, Castable & Refractory and other items.
- ✓ Procurement and sourcing of Standard & non-standard bought out, Capital & Project items, Mining equipment's, Plant chemicals from Domestic as approved Quality assurance within allocated budget.
- ✓ Create Procurement Strategy, Identification of Markets/Vendors for sourcing of Materials and Services.
- ✓ Developing purchase plans in coordination with internal departments. Supervision and control of Procurement / SCM Dept of Company as per requirement for Operation and Project.

- ✓ Develop e-procurement tool kits / work instructions to improve work efficiency and making database. Arrange online e-auction.
- ✓ To constantly Endeavour to reduce the cost of the material purchased by change of material, change of suppliers, better negotiation and longer credit period.
- ✓ Maintain the supplier Data Base - Approved supplier list for RM, BOP's, Consumables and CAPEX Items. Maintain all the approval records – Vendor Registration Form. Profile / Company profile / Audit reports.
- ✓ Providing Policy and Strategic direction in Procurement, Cost Reduction, Vendor Management, System and People
- ✓ Oversee organization wide management of the strategic sourcing, procurement, contracting, and evaluation of services
- ✓ Drive continuous cost reductions through streamlining vendor identification and development
- ✓ Coordinate with various departments including Finance for approval of proposals related to Procurement and Contracts, as per company policy & procedures

◆ **Contract Management**

- ✓ Contracts for Mechanical, Electrical & Instrumentation, Civil Engineering, Environment, Mining, Packing Plant, Production, Safety, Power Plant and HR & Admin Department, OHC Centre, IT and different type of maintenance. Tendering and Bid evaluation both technical & commercial.
- ✓ Renewal/Extension the annual contract before expiry period. Follow the compliances under the Agreements / Contract, Co-ordination for Bank Guarantees and payment terms, monitoring the progress with respect schedules/contract.
- ✓ Close coordination for work with Project Management team to update status and develop corrective and preventive action plans for time and cost overrun cases.
- ✓ Timely issuance of POs, WOs, Service Orders, Service contracts, ARCs, AMCs etc. Overall control on finalizing Service orders and annual contracts before expiry date. Finalizing and closing contracts in coordination with Final and Legal Dept.
- ✓ Processing the contract for repair and services as per Plant maintenance department.
- ✓ Ability to handle multiple complex sourcing projects at the same time and close advanced projects on time with minimal supervision.
- ✓ Support Project Management in resolving post commissioning issues like warranty, quality issues with suppliers effectively.
- ✓ Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules
- ✓ Manage contractor and subcontractor activities, reviewing proposals, developing performance specifications, and serving as a liaison with the organizations
- ✓ Implementing commercial agreements & associated work process within area of responsibility.
- ✓ Strict compliance to all contractual, legal and Govt. regulations during execution of the purchase orders and contracts
- ✓ Manage and / or execute procurement related functions (e.g., develop and implement contract management and procurement frameworks, sourcing strategies, negotiate agreements, draft and manage contracts, etc.)
- ✓ Maintain Registers for Contracts, procurement, Insurance related issues to identify and track issues for timely resolutions and prepare weekly reports

◆ **Vendor Management**

- ✓ Ensuring high level compliance through vendor identification, vendor selection process & vendor performance monitoring.

- ✓ Evaluation of Suppliers performance order wise for calculating Quality Rating and to maintain data. Continuously searching and developing OEM New vendors and alternative. New vendor evolution and development process ongoing monitoring.
- ✓ Evaluate the performance of suppliers for every three months and calculate cumulative average index for each supplier.
- ✓ Vendor identification, selection & qualification, Vendor assessment / auditing, VQR Rating Analysis & up gradation.
- ✓ Evaluation of Supplier Capabilities, Evaluation of Suppliers & certification along with sourcing.
- ✓ Wherever Quality rating is below prescribed level, ask for action plan for improvement and follow-up.
- ✓ Develop alternate vendors, Techno – commercial negotiation with vendors and make rate contract for regular consumptions.
- ✓ Developing long-term partnerships with local & foreign suppliers, managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms.
- ✓ Obtain CAPA (Corrective & Preventive Action) report for rejections/ deviations and close Non-conformance, undertake visits and meetings where necessary.
- ✓ Develop the components as per design and drawing based. Liaising between suppliers, manufacturers, relevant internal departments and customers.
- ✓ Pivotal in selecting supplier's selection for all the commodities and conducting audits as per laid down guidelines in order to assess the supplier's capabilities.

◆ **Material and Inventory Control Management**

- ✓ Monitoring and coordinating to procurement of Material for Mechanical, Electrical & Instrumentation, Civil, Production, Environment, Mines, HR & Admin, IT, Packing Plant etc.
- ✓ Material purchased like all Ferrous & Non Ferrous, Structural Steel, Stainless Steel, TMT Rebar, MS Plate, MS Round Bar, MS Pipe, Cement, Aluminum, Copper, Air Filters, Filter Bags etc
- ✓ Co ordination with quality/production departments with respect to quality of incoming material. Responsible for Bill of material & its document.
- ✓ Handling quality claims with suppliers, Corrective action taken against rejection and monitoring of corrective & preventive action.
- ✓ To keep inventory at acceptable level and to take action on non-moving items and scrap disposal. Keeping control on stock of inventory and planning purchase of regular items
- ✓ Maintaining inventory in stores as per ISO and review accordingly to avoid unnecessary material withholding. Regularly review with Stores to maintain minimum maximum level of critical items
- ✓ Ensuring optimum inventory and handling disposal of SCRAP to achieve cost savings without hampering the production process.
- ✓ ABC Analysis, Value Engineering concept, JIT Concept, Supply chain management through ERP/SAP.

◆ **Supply Chain Management and Logistics**

- ✓ Planning and scheduling of the requirement of materials movement from vendor/supplier premises in coordination with the project managers.
- ✓ Ensured no loss of production for want of spares, materials, services or delay in implementing project timelines.
- ✓ Handling logistics for lifting of materials from all over India and release the ARC for inbound and outbound logistics over the India.
- ✓ Streamlining the system and procedures for effective inventory control as well as ensuring ready availability of materials to meet the production targets.
- ✓ Follow up with suppliers for timely delivery of material and avoid delay
- ✓ Maintaining good relations with suppliers for long term association

- ✓ Annual Vendors Meet and Recognition/Certification. Ethics Climate Survey on Annual basis.

◆ **Commercial Management**

- ✓ Follow company policies/guidelines/processes while undertaking any activity & also ensure that statutory requirements are met.
- ✓ Liaoning with Finance / Accounts for LC opening in case of RM suppliers.
- ✓ Establishing Letters of Credit, Advance Remittances, Advance License Route & Vetting of necessary commercial documents
- ✓ Coordination with Finance department and resolution of issues for timely payment to Contractors/Suppliers.
- ✓ ISO documentation for Purchase department
- ✓ Reports for vendor evaluation and compare vendor performance.
- ✓ Regular communication with users about indent status and cancellation of requests to avoid unnecessary procurement
- ✓ Collecting maximum information of material having higher cost value and market evolution
- ✓ Coordinate with Accounts to avoid delay in material delivery as well as supplier payment.
- ✓ All purchase reporting work to top management
- ✓ Co-ordination for Customs Clearance, Export Matters & Liaising with various authorities.
- ✓ System and Process Improvements through problem solving approach for improved Customer Service – QDC KPIs

◆ **Team Management**

- ✓ Developing cross functional teams to understand company-wide needs and evaluate suppliers.
- ✓ Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members.
- ✓ Effectively manage the purchase team to ensure projects targets and keep the motivation level high.
- ✓ Mentoring the team members to ensure competency level required to execute the responsibility.
- ✓ Lead the team by showing them the right way / approach to execute the responsibility.

Professional Experience: Previous

- 2. AGM Procurement:** Since June 2014 to June 2019 (5.1 Years)
M/s HeidelbergCement India Ltd. Narsingarh, Damoh, MP
- 3. Manager Purchase :** Since Feb 2012 to June 2014 (2.4 Years)
M/s Tata BSL Steel Ltd formerly Bhushan Steel Ltd. Angul, Orissa, Integrated Steel and Power Plant
- 4. Sr. Engineer Materials :** Since Sep 2008 to Feb 2012 (3.5 Years)
M/s JSW Cement Ltd Nandyal, AP, New Greenfield Cement Project.
- 5. Engineer Materials:** Since Dec 2006 to Sep 2008. (1.9 years)
M/s Pitti Laminations Ltd. Hyderabad
- 6. Sr. Officer Purchase:** Since May 2003 to Dec 2006. (3.7 years)
M/s Spacewood Furnishers Pvt. Ltd. Nagpur
- 7. Officer (Stores & Purchase) :** Since Oct 2001 to April 2003 (1.6 years)

M/s Aerocom Automotives Pvt. Ltd. Nagpur

◆ **Personal Details:**

Full Name : Kailash Indelal Arase
Date of Birth : 15 June 1977
Nationality : Indian
Language Known (Speak/Read/Write): Hindi, English & Marathi

Reference can be providing up on required

C T C Current : 29.85 lacs Per Annum

C T C Expected : ____lacs Per Annum

Date:

Place:

Signature

Kailash Arase

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