

## Karan Sardana

Email: [koolkaran.sardana@gmail.com](mailto:koolkaran.sardana@gmail.com)

Phone: +918003302207

### Objective

To associate myself with an organization that provides challenging tasks and where my innovative skills will be optimally used for the best of the organization and myself.

### Summary

Bachelor in Technology in Civil Engineering from NIT, Jaipur with 6+ years of experience which included Capital Project Procurement – Captive Power Plant and Waste Heat Recovery Systems / Raw Material Purchase / Plant Inventory / Project Management and Alternate Vendor Development, managing large green field and brown field projects in cement sector. Expertise in Capex procurement, technical know-how, pricing, cost optimization, stakeholder management, contract/vendor management. Analytical, problem solving and leadership qualities inherited by delivering solutions in conjunction with operational requirements.

### Professional Experience

#### Currently Working as Manager at Nuvoco Vistas Corp Ltd (Formerly Lafarge Inda Pvt Ltd) - July 2012 - Present

<b>Company</b>	Nuvoco Vistas Corp Ltd (Formerly Lafarge India Ltd)
<b>Projects</b>	Development and Sustaining Capex Projects and Alternate Vendor Development for All Nuvoco Plants PAN India. Recent Projects include Debottlenecking of EPC Projects – Grinding Unit Expansion, Captive Power Plant and Waste Heat Recovery Systems so as to be self dependent on power.
<b>Duration</b>	September 2016 – Onwards
<b>Description</b>	The Capex procurement comprise of various procurement verticals like Industrial Goods and Services – Mechanical, E&I, Civil, Raw Material, Administrative, IT-Non IT etc. As a member of capex project team the role involves strategic procurement of Goods and Services with minimum lead time of PR to PO conversion so as to align with project commissioning deadlines, establishing a schematic Procurement Blueprint with consultant on the basis of project milestones which briefly comprises of Civil Construction and Structure, Mechanical and Electrical Long Lead Items, Manpower and commissioning support, preparation and execution of back up plans wherever necessary to expedite commissioning activities, administering LOI's in a structured defined format as per project requirement, formulation of commercial terms and conditions and making them part of contract, Internal Audit Compliances by following the SOA and review the same within team for compliances, Improving the delivery Compliances by regular follow-up and stage inspection, achieving cost savings via OEM substitution and alternate vendor development, Development of a robust tracker mechanism for timely progress review of long lead items, handling vendor advances, payments, LC's etc, analyzing execution delays and prompt action for resolution by active coordination with different functional and cross functional verticals for expediting.
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>Preparing tender documents, reviewing and inviting potential suppliers for submitting technical offer vide email or through e-sourcing portal (Ariba).</li><li>Arranging specs clarification by discussions or site visits from suppliers, if necessary</li><li>Analyzing the technical scope by bring all the suppliers at the same platform for apple to apple comparisons.</li><li>Arranging technical comparative sheet from the end user or consultant involved in the sub-project.</li><li>Formulating clean sheet costing of apple to apple comparisons for the technically approved bidding panel.</li><li>Developing strategies &amp; tactics for conducting negotiations &amp; sourcing the material as early as possible at the least price.</li><li>Conducting e-auctions through Ariba (E – Sourcing Tool).</li><li>Preparing contract terms and conditions and administering the Purchase Orders through ERP for various risks such as ambiguities, conflicts or deviations from the scope of work.</li><li>Conducting and expediting follow up procedures when necessary.</li><li>Preparing monthly savings report and delivery analysis report and advising plant team suitably.</li><li>Smooth coordination and ensuance of timely payments to suppliers as per contractual terms.</li><li>Develop effective vendor data</li><li>Develop Potential OEM substitute in India to reduce cost and Plant inventory as a part of the OEM substitution project.</li><li>Generating and analyzing pending PR and Open PO report and analyzing the same on weekly frequency.</li></ol>

<b>Company</b>	Lafarge India Ltd
<b>Projects</b>	Raw Material Sourcing and Plant Inventory Management
<b>Duration</b>	June 2016 – September 2016 and April 2017 – June 2017
<b>Description</b>	Leading Inventory & Purchase team at plant; Raw Material Sourcing and logistic operations, Inventory Control; Procurement of Industrial Goods & Services; Scrap Disposal, Approving Purchase Orders; Legal Liaoning; Auditing; Contractor Safety Management; MIS
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>a) Sourcing of raw materials (Fly Ash and OPC) and logistics operations.</li> <li>b) Providing bimonthly forecasting with minimum sourcing cost as per sale plan.</li> <li>c) Development of competent vendors for the business.</li> <li>d) Develop logistics partners to meet world class services &amp; safety norms.</li> <li>e) Overseeing entire operations of Plant Inventory which includes operations of god owns weighbridges, petrol pump, open and covered yard management etc.</li> <li>f) Managing &amp; Leading a team of materials management professionals, having a team of 3 staff/officers &amp; 10 workmen &amp; motivating them to achieve desired targets &amp; results</li> <li>g) Responsible for liaisoning with different govt. departments and statutory &amp; regulatory compliance's of the unit</li> <li>h) Safe and transparent disposal of Scrap through e-auction</li> <li>i) LC opening ,custom clearance and onwards logistics arrangement for imported materials</li> <li>j) Transporter deployment for lifting material and arranging for collection of material from transporters god owns</li> <li>k) Ensuring legal &amp; statutory compliance's of health, safety &amp; environment for area of control</li> <li>l) Responsible for legal compliance's which includes weights &amp; measurement certifications, hazardous waste management (Storage, handling &amp; disposal), gas cylinder rules etc.</li> <li>m) Responsible for implementation of H&amp;S improvement plan in the area of control</li> </ul>

<b>Company</b>	Lafarge Inda Pvt Ltd
<b>Projects</b>	Purchase Coordinator and MIS
<b>Duration</b>	May 2014 to June 2016
<b>Description</b>	Working for Lafarge India Ltd, Chittaurgarh (Rajasthan) as Dy Manager, looking after various Procurement and planning activities as Purchase Coordinator directly reporting to PIM
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>a) Purchase co-ordination &amp; material procurement for all types of Local plant requirements i.e. General Min-Max (Store stock), Spares Mechanical &amp; Electrical items, and Safety Items.</li> <li>b) Sending RFQ, arranging Quotations to insure at least 3 bids to prepare &amp; making C.S. (Comparative Statement) and ensure to Perform competitive bidding and negotiate with a defined Strategy by thinking in Term of total cost ownership (TCO) before process the Authorized Purchase Order.</li> <li>c) Preparing MIS to Provide Monthly Provisional summary to finance, Reconciliation for supplier payments, Converting PR into PO &amp; PO to Delivery follow-up to ensure optimization of Procure-to-Pay (P2P) process in Supply chain.</li> <li>d) Select Best-In-class Suppliers for new supplier development &amp; Price Negotiation for Cost Reduction.</li> <li>e) Ensuring Proper Documentation of P.O., RFQ, Quotations, LOI, and Technical approvals.</li> <li>f) Raising Delivery order for all ARC and Blanket PO of Raw material.</li> <li>g) Supporting PIM for CSM compliance including Audit, conducting meeting with contractor and organizing CSM Meet.</li> <li>h) Handling Scrap sale by tendering and bidding system.</li> <li>i) Review stock of all Min Max item on weekly basis and arranging PR before stock out. ·Coordinating with local finance team for Advance/COD payment of suppliers and local transportation and imprest payment of Transporters.</li> <li>j) Imports: -Updating Import PO Tracker and follow-up for timely shipments &amp; remittances to Import Suppliers like M/s Sinoma Technical Services, M/s Libo International etc. for Electrical &amp; Mechanical Spares and M/s RHI AG for Bricks (Ankral RC/ZC).</li> <li>k) Keeping track of Import duty payment by finalizing the Checklist BOE, Clearance &amp; Nomination &amp; Negotiating with Local Transporters to get deliveries of Import shipments and other local material at Plant.</li> </ul>

<b>Company</b>	Lafarge Inda Pvt Ltd
<b>Projects</b>	Capex Procurement for Rajasthan Project
<b>Duration</b>	March 2013 to May 2014
<b>Description</b>	Working for Lafarge India Ltd, Chittaurgarh (Rajasthan) as Dy Manager, assisting project team in various report generations, RFQ floatation's, formulating tabulation, administering Purchase Orders having direct reporting to Project Manager
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>a) Supporting project localized requirements Inc mechanical, E&amp;I spare and services, civil constructions services and arranging quick deliveries for timely completion of project.</li> <li>b) Costing &amp; Price Evaluation: Finalizing the contract costing by checking price breakup with current market rates</li> <li>c) Negotiating with the suppliers and release the LOI/PO with the best price in minimum possible time meeting the desired schedule.</li> <li>d) Conducting and expediting follow up procedures when necessary.</li> <li>e) Smooth coordination and ensuance of timely payments to suppliers as per contractual terms.</li> <li>f) Develop effective vendor data</li> </ul>

- Started working as a **Graduate Engineering Trainee** w.e.f. 16 July 2012 in "Lafarge India Pvt. Ltd." via campus recruitment.

#### TOOLS USED

- a) SAP Ariba
- b) SAP
- c) Procure Tiger
- d) JD Edwards
- e) BAZ (Spend Management)
- f) Transform (Spend Management)
- g) WBIMS
- h) PAS
- i) M/s Office

#### ACADEMIC QUALIFICATIONS

Scholastic / Industrial	Institute / Organisation	Year of passing	Details of Work	Percentage/ CGPA
Industrial Training	DLF Home Developers, Gurgaon (Haryana)	2011	Real Estate on site construction and quality check	
Industrial Training	Central Road Research Institute (CRRI), New Delhi	2011	Design of Bituminous mix and lab testing of bitumen ( asphalt ) and aggregates	
Industrial Training	National Thermal Power Corporation (NTPC), Anta (Raj.)	2010	Functioning and various operations involved in the power generation process by a gas power plant	
Bachelor of Technology	Malaviya National Institute of Technology, Jaipur	2012	MNIT, Jaipur	7.54/10
Senior School Certificate Examination	DAV Public School, Kota	2008	CBSE	79.8 %
Secondary School Certificate Examination	St. Anselm's Sr Sec School, Ajmer	2006	CBSE	88.4%

## EXTRA CURRICULARS & COMPETITIONS WON

- Awarded as “Star of The Quarter” in quarterly town hall for good performance in the quarter Sep’18-Dec’18
- Received incentive from company in the form of monetary benefit in Beat the Best Project (Savings via OEM Substitution)
- Basic language proficiency in French.
- Active member of the office Employee Engagement Committee. Organizes various fun activities and office functions and provide innovative solutions for employee participation
- Came second in the inter function TT tournament which was organized at the Sonaidh Cement Plant of Lafarge.
- Awarded gift hampers for gifting a skill contest organized at Nuvoco’s Guru gram office. Taught the employees on how to make Chocó lava cake at home with basic ingredients on the occasion of Christmas.
- Member of Dance Club – The gym club
- Secured 99 percentile in AIEEE (All India Engineering Entrance Exam) 2008 (out of 0.96 million students) in the first attempt.
- Qualified 1st level of NTSE (National talent Search Examination) under National Talent Search Scheme 2006.
- Successfully organized the event TECH-CHARADES in NEURON’10, technical fest of MNIT, Jaipur in 2010.

## Personal Details

Date of Birth : 18th June, 1990  
Gender : Male  
Marital status : Married  
Nationality : Indian  
Languages : English, Hindi, French  
Address : 911, Sector 31, Gurgaon-122001 (Haryana)