

RAVINDRA VISHWAKARMA

(Profile for Procurement & Supply Chain management)

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CAREER OBJECTIVE

Intended to build a career in an organization where my skills and knowledge in areas of buying technical products can be fully utilized towards professional growth and development.

TOTAL WORK EXPERIENCE: 10-Years & 02-months

5 Years 02 Months (23 Jan-2017 to till date in D.P. Jindal Group-Jindal Drilling & Industries Limited as a Technical -Procurement, Gurgaon)

D.P. Jindal Group

- 1) Maharashtra Seamless Limited (Seamless pipes, ERW pipes, power generation)
- 2) Jindal Pipe Limited (ERW pipes and G.I. pipes)
- 3) Jindal Drilling & Industries Limited (Offshore Drilling)

Jindal Drilling & Industries Limited (JDIL) part of the D.P. Jindal Group Drilling Division, is a leading company amongst Indian Private sector companies in offshore drilling in India's Oil & Gas sector with operation since 1989.

Job Responsibilities:- (To Assist DGM, & Technical Team for Jindal Drilling and Industry Limited, Jindal Pipes Ltd and Maharashtra Seamless Ltd)

Technical Procurement:- (Domestic and Import Procurement):-

- Handling pre RFQ functions, RFQ collection, understanding the RFQ terms & conditions.
- Understand the user requirement & working on proposal with comparative price & maintain same Specification & quality.
- Sourcing the suitable vendor and negotiate for the best package in terms of quality, price, terms, deliveries and services with suppliers.
- Responsible to co-ordinate in preparation and process of the purchase orders.
- Distributing the PO to both domestic & overseas vendors.
- Co-ordinate with suppliers to ensure on-time delivery.
- Receipt of invoice & process the payment along with approvals.
- Vendor evaluation on monthly basis.
- Organize vendor meeting for maintaining smoother business relationship.
- Update and maintain the Purchase trackers with regular status on daily basis.
- Maintaining the Transport expense, open PO, inventory level, pending project etc are updated on monthly basis.
- Managing invoice & coordinate with accounts team for vendor payment.
- Making monthly basis MIS.
- Submit bill of entry document to account.
- **Purchasing for:-** (Offshore rigs, Directional drilling, Mud logging Unit (MLU), Tender budgetary, Spares of Mud Pump, Draw works, Iron Roughneck, Rotary table, BOP, Choke & kill Manifold, Top Drive, HP Hoses , Pump Motor, Galley items, Rig sense.....etc.)

4-Years 6-Months (7 Aug-2012 to 21 Jan-2017 in FOCUS ENERGY LTD As a Purchase Engineer, Gurgaon)

Focus Energy Limited is an independent oil and gas exploration and development company with 4 blocks in India. Focus Energy holds PSC to explore and develop onland and offshore oil and gas properties in India known as "RJ-ON/6", "RJ-ONN-2003/2" "GK-ON/4" and "CB-OSN-2004/1"—encompassing a total area of 21000 square km.

Job Responsibilities:- (To Assist VP, & Technical Team for Drilling Operation, Onshore & Offshore)

As a Purchase Engineer :-(Domestic and Import Procurement):-

- Sending enquires to Different Suppliers as per different components of Engineering purchase & Selection of vendor.
- Negotiation with vendors & Price Negotiation with manufacturer & Suppliers.
- Preparation RFQ's / Quotations/ PO's are carried out in timely fashion. Co ordinate supplies.
- Study of drawing's specifications & Technical clarification from vendors principles.
- Communicating with vendors, solving problems with the help of technical team.
- Doing inspection at vendor end for better quality.
- Attending vendor audit.
- Ability to Drive Suppliers according to changing requirements.
- Vendor Development (Domestic & International).
- Have to get the product with good quality & price.
- Keeping an updated list of vendors and technical library in consultation with TM.
- To follow up the operation & Requirement of sites.

Purchasing list for:-

(Tug, offshore & onshore Drilling Rig, Survey/Seismic ship)

- Caterpillar Engine spares parts....Cat, Sullair, Alco, MWM...etc spares
- Drilling Rig maintenance material.....Ms sheet, valve, angle,Paint,Nut, bolt, pipe...etc
- Hydraulic line maintenance material.....Hose pipe, ball valve, ring...etc
- Safety material....Gloves, shoes, nose mass, ear plug, dangary, helmet....etc
- Drilling parts.....shale sheker, donkey dik, grinding wheel,X-mas tree,....etc
- Mud chemical material.....KCL, PAC R, PAC LV, SLV, X-GUM....etc
- Mud logging Unit (MLU) material.....cotton bag, Sieves, Zip ploy bag , Cyclohexane...etc
- RO Chemical & maintenance parts....membrane, antisclen, filter, alum powder, Jumbo filter....etc
- LubricantHydraulic oil, engine oil, stp oil, rig wash
- Electrical items.....Tube light, mercury bulb, flood light, Led light....etc
- That the goods and services are purchased in the most cost-effective manner consistent with Agreed quality standards.

7-Month Part time (2-Dec-2011 to 14-July-2012 in Nandram Raj Udyog As a Purchase Executive, Ghaziabad, Uttar Pradesh)

Nandram Raj Udyog is a complete solution of steel structure manufacturing and hot-dip galvanizing unit.

Job Responsibilities:-

As a Purchase Executive:- (Domestic purchase) Report to Purchase manager.

- 7-Month experience in purchasing, sending enquires to different suppliers and compare price, and manage delivery to workshop.
- Vendor development.

EDUCATIONAL QUALIFICATION

COURSE	COLLEGE/UNIVERSITY	YEAR	PERCENTAGE
PGDM (Supply Chain Management)	Welingkar Institute of Management Development & Research, Mumbai	2020	70%
B.Tech (Mechanical)	GBTU Gautambudh Nagar (Vivekanand Institute of Technology & Science)	2012	70.32%
Intermediate (Science)	U.P. Board (Hindalco Intermediate College, Renukut)	2007	63.30%
High School (PCM)	U.P. Board (Hindalco Intermediate College, Renukut)	2005	68%

TECHNICAL SKILLS

- Operating system : Windows98/2000/ XP/7/8/10
- Software Packages : MS-Office 98,2000 & Office XP/3/10
- ERP : SAP MM, ORACLE, CITRIX (NAVISION 2016)
- Others : AutoCAD ,Photoshop

PERSONAL DETAILS

- Name : Ravindra Vishwakarma
- Father's Name : Mr. Vyas Vishwakarma
- Date of Birth : 01.10.1989
- Marital Status : Married
- Religion : Hindu
- Nationality : Indian
- Language Known : English & Hindi
- Joining Time Required: One Month (Ready to relocate in Varanasi- Banas Dairy)
- Permanent Address : Vill-Salakhani, Post-Untari Road, Dist-Palamu-822116, Jharkhand

I do hereby declare that the above information furnished by me are true and correct to the best of my knowledge and belief.

Place: Gurgaon

Ravindra Vishwakarma

Date: