**SENIOR LEVEL ASSIGNMENTS**

**Niyamatulla Noorhoda Khan**



**Contact No.:** +91-8855941132

**E-Mail**: nnkhan\_1980@rediffmail.com

**CORE COMPETENCIES**

**Strategic Procurement**

**Demand & Supply Management**

**Vendor Development**

**Contract Development & Management**

**Cost & Budget Controls**

**Material Management**

**Team Management**

**Imports Operations**

**Logistics and Stores Management**

**Process Improvement**

**MIS Reporting**

**SOURCING / PROCUREMENT / SCM PROFESSIONAL**

*Senior management professional with experience in designing strategic purchasing programs including procurement & supply chain to leverage local and global volumes*

Industry Preference: Construction & Manufacturing

Location Preference: India / Middle East / Africa

**PROFILE SUMMARY:**

* A strategic result oriented & Pro-active professional with nearly **18 plus years** of experience in Sourcing and Procurement functions for Indirect & Direct Commodities across Engineering, Construction, & Real Estate industries
* Strategist with commercial expertise in formulating & implementing procurement strategies aimed at delivering significant cost-savings for the company through inter-departmental coordination for material requirement and vendor negotiations for delivery of material as per requirements
* Exposure of managing procurement of wide range of material & equipment in manufacturing (OEM) & construction (complex & luxury projects, high rise building, commercial tower and residential building) projects
* Skilled in conducting strategic initiatives that drive down cost, lead-time and risk across the procurement process; acknowledged for achieving reduction in overall maintenance spend by 10%
* Proficient in developing & managing vendors to procure suitable products; developing alternate vendors & negotiating with them to ensure cost savings & quality improvement; achieved savings of INR 1 Crores (amount) through alternate products and import procurements
* Significant expertise in carrying out import operations (Sea and Air) in coordination with Excise & Customs Departments to ensure compliance with statutory obligations
* An enterprising leader with skills in leading personnel towards accomplishment of common goals; developed & led cross-functional teams for procurement & store management ensuring effective material supply
* Efficient organizer, motivator, team player & a decisive leader with the capability to motivate teams to excel and win
* Insightful exposure in quality related activities like ISO, Total Quality Management (TQM), Kaizen, & Six Sigma

**ACADEMIC DETAILS:**

* 2017 MBA in Materials Management from Jaipur National University through (Distance Learning) with 65.5%
* 2008 Bachelor of Mechanical Engineering from Purandhar University, Pune (Part Time) with 60.00%
* 2001 Diploma in Mechanical Engineering from Institute of Technology, Pune with 76.19%

**Other Skills, Training / Conferences:**

* Health & Safety Training, Fire fighting Training, Leadership Skills Training and ISO Internal Auditor Training
* Worked on Systems like SAP, Quadra and Hirise
* Windows Office, MS Projects, & Internet Applications

**ORGANIZATIONAL EXPERIENCE:**

**Dec’18 – June' 20 Kumar Properties as Procurement Manager – HOD**

**Apr’17 – Oct’18 Amlak Real Estate, Muscat Oman as Purchase and Contract Manager – HOD**

**Apr’16-Apr’17 mSupply Ecommerce India Pvt. Ltd. Pune as Senior Manager Supplier Engagement**

**Jun’14-Apr’16 Ishwar Parmar Group, Pune as Procurement Manager – HOD**

**Jul’11 –May’14 Holtan East Africa Ltd., Dar Es Salaam, Tanzania as Procurement Manager – HOD**

**Feb’07 – Jul’11 Citi Corporation Ltd. (Amanora Park Town Hadapsar Pune) as Asst. Procurement Manager**

**Jul’01-Oct’06 El-O-Matic India Pvt. Ltd.(Poonawalla Group of Company),Pune-Purchase Vendor Development Engineer**

**KEY RESULT AREAS:**

* Implementing supplier partnership programs that provided competitive advantage while ensuring premium quality supply and a reduction of total cost of ownership
* Supervising operational procurement & service contracts for appropriate strategy and T&C’s development, vendor/contractor pre-qualification, HSE evaluation, tendering, evaluation, award, kick-off, variation mitigation, supplier performance management, material release, shipping and close out
* Optimizing sourcing globally, regionally and locally while building talent and capabilities in (procurement professionals; focused on delivering significant economic value creation, innovation, on time execution and lean supply chains in support of strategic business plans)
* Building strategic relationships with key suppliers, achieving aggressive targets in terms of cost, quality and delivery
* Understanding & aligning the expectation of stakeholders and reporting in matrix organization structure
* Taking initiatives to improve process & system by identifying gaps if any
* Identifying and driving localization project; developing a capable supplier base
* Conducting buying/market analysis, including material supply chain, value analysis to drive cost down/localization projects with the supports from Lead Buyer, Supplier Development Team and engineering team
* Managing the import operations and maintaining various documents for the same
* Coordinating for customs clearance, export / import matters & liaising with various authorities, shipping companies and other external agencies for various clearances / approvals

**HIGHLIGHTS:**

* Reduced purchasing cost in various projects
* Achieved a cost reduction in various materials in a highly volatile market by developing second source/Multiple source using strong negotiation skills
* Developed strategic suppliers and negotiated contract agreements to reduce the number of vendors by developing core partners resulting in cost savings due to reduced administrative costs as well as quantity price breaks
* Reduced cycle time - Request for Quotation (RFQ) stage to ordering stage; negotiated price & delivery and achieved overall discounts/Deliveries in time
* Eliminated shortages of supplies and delivered huge savings from reduced import and logistics costs Turned-around - Procurement Project from a red audit to green audit
* Merit of travelling to countries such as China, Dubai, & so on

**MAJOR PROJECTS:**

* **Citi Corporation Limited:** High end Luxury residential projects such as Ten Towers, R4,R5 Towers, Market City Commercial Towers, (Total approx. 5 Million SFT)
* **Holtan East Africa Limited:** Residential and Hotel Projects with all Interior Fit Outs and fully furnished Rooms (Total approx. 3 Million SFT)
* **Ishwar Parmar Constructions:** River Residency Residential Project all Phase I ,II and III of around 2 Million SFT

**MATERIALS:**

Steel & Cement, Structural Steel, GI Sheets. Aggregates, Bricks, River Sand, RMC, Fly Ash, Cement Blocks, Light Weight Blocks. Natural Stones (Marble (Indian & Imported), Granite, Wooden Flooring, Kota, Cuddapah, Tiles (Vitrified, Ceramic), Paver Blocks, Chequered tiles, Cement tiles. CP & Sanitary Fittings, Bath Tubs, Plumbing Material, Doors &Door Fittings, Fire doors, Hardware, Timber Material, Veneers, Laminates, Plywood, Electrical material (Cables, Wires, DG’s, Transformers, UPS), Lights, Firefighting Material, Pumps, Chillers, AHU’s & FCU’s, Imported Furniture, Kitchens, Kitchen Equipment, Gymnasiums, Sports Equipment, Tennis Courts, Badminton Courts, Construction Equipment, Batching Plant, Tower Crane. Instrumentation, Electrical & major bought outs in CCL. Chillers, HVAC Equipment, DGs, Controllers and other equipment in El-o-Matic.

**KEY RESULT AREAS:**

Lifts, Escalators, Façade, Windows, Railings, Painting, Interior Contracts for finishes such as Gypsum, Carpentry, Tiling,& so on, Labour Contracts, MEP Contracts (Electrical, Plumbing, Fire-Fighting), HVAC, Automation, IBMS (Security, CCTV, Fire Alarm, PA), AV System, Irrigation System, Swimming Pools, Security Orders, STP, WTP, Spa, Pumps, Solar Water System, Water Harvesting Systems

**PERSONAL DETAILS:**

Date of Birth: 15th June 1980

Languages Known: Hindi, English & Marathi

Address: S. No. - 206, GosaviVastiSadesatraNali, Hadapsar, Pune - 411028

**COMPANY WISE WORK EXPERIENCE:**

\* **Kumar Properties as Procurement Manager HOD:-**

• All Products selection and finalisation.

• Team Management.

• A, B, C class materials analysis.

• RFQ for all A class materials, rates negotiations, preparation of comparative statements.

• Long terms Purchase Order, contract preparation with favourable terms and conditions.

• MIS reporting.

• Invoicing and timely payments ensurement.

**\*Amlak Real Estate as a Procurement and Contract Manager:-**

• Managed all local and International Procurement.

• LPO and Contract draftings with all essential terms and conditions.

• Co ordination with clearing and forwarding agents for timely deliveries of Import materials.

• New and alternative products and Vendor development.

• Site visits and weekly review meetings.

• Products Selection and finalisation in CO ordination with Clients.

**\* mSupply Ecommerce India Pvt. Ltd., Baner, Pune as Senior Manager Supplier Engagement :-**

• Registration of Manufacturers and Distributors on mSupply online platform and built relationships with vendors to manage all ecommerce technology partners.

• Managing all aspects of content management for store catalog and promotional activity.

• Work closely with suppliers / vendors to ensure timely delivery of products, replenishment of stock, re-orders and ensure the products promoted are available with vendors.

• Sourcing and development of new vendors and retain existing vendors by assuring more online enquiries through new and small builders.

• Provide market information to Marketing and Merchandizing teams in identifying right products, new product line and categories.

• Implement supplier agreements/contracts by working with cross-functional stakeholders and suppliers to reach agreement on contract terms and conditions.

**\* Ishwar Parmar Group, Pune as Procurement Manager – Head of Department:-**

• Formulating policies, procedures and operating guidelines within the procurement and inventory management Plannings to support supply chain initiatives

• Planning the rates & allowable quantities of A and B class material as per project BOQ and accordingly approving purchase orders released by Purchase Executives

• Optimising costs in procurement, supply and demand forecasting and distribution from multiple sources

• Working in coordination with Project Manager, Engineering Manager and Construction Manager

• Liaising with D&D, MEP and Technical team to select materials considering technical aspects ensuring site requirement

• Finalising all MEP materials like HT & LT Panels, DG Sets, RMU, Internal Switch-Gear, Hydro Pneumatics System and Firefighting Systems

• Coordinating with Departmental Team to develop & implement most suitable procurement strategy, purchasing & logistics processes and polices & systems as per International Standards

• Verifying Bill of Quantities against the scope of work, specification & drawings.

**\*Holtan East Africa Ltd., Dar Es Salaam, Tanzania as Purchase Manager – Head of Department**

• Procured all construction materials such as interior finishing related material from national & international suppliers/ manufactures while managing cost, taxes, transport cost, bulk discount and detailed specification of each material

• Drove value engineering cost reduction and lead-time reductions with Global Engineering Teams and the suppliers

• Identified alternate material / green substitute for each material being used in most cost effective way

• Optimised the purchasing function as per international standards

• Maintained database of suppliers, manufacturer from local and across world

**\*Citi Corporation Ltd. (Amanora Park Town Hadapsar Pune) as Asst. Procurement Manager**

• Worked in coordination with architects and project team for monitoring progress

• Liaised with audit personnel and ensued customer satisfaction and continual service improvement.

• Shared all purchase, ISO related reports with GM Operations on weekly and monthly basis

• Obtained approvals of change orders for any variation/changes/additional alterations from the original scope of the work arising at site due to site-specific issues and keeping the records

• Procured material for General & Admin, Project Construction, Civil Repair Work, Housekeeping, Interiors, Landscaping, Pest Control, Building Maintenance, Electro-Mechanical Services, Power Solutions, HVAC, Lighting & other basic office hygiene requirements

• Analysed latest construction technology/ methodology/ mechanism/ design required to improve current organizational goal

• Acted as core team leader for SAP Implementation in Material Module along with providing operating system training to purchase officers and stores in charges

**\*El-O - Matic India Pvt. Ltd. (Poonawalla Group of Company), Hadapsar, Pune as Purchase**

**and Vendor Development Engineer**

• Procured consumables, bought-outs and machined components (over 3000 components per month) using SAP operating system (PO generation, material master creation and supplier master creation)

• Planned raw material & consumables and ensured procurement as per time parameters

• Monitored material movement from store to respective production line as per scheduled production

• Monitored Operating Expenses and took steps to minimize them

• Managed the day-to-day operation of the procurement team and Stores Department

• Shared all related reports with management on weekly and monthly basis