



Ketan Kumar

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ABOUT ME

A dynamic, performance driven, highly motivated individual with vast international experience in domains in Procurement. Seeking challenging opportunities in Procurement Management to utilize the technical skills acquired so far in companies into solutions of practical problems.

WORK EXPERIENCE

Procurement - Officer

Al Jazeera steel Products & Co. SAOG [01/07/2023 - Current]

City: Sohar

Country: Oman

Raw material export procurement HRC coils & billets, capex material procurement, Quality items procurement & GI plant. boiler plant RFQ documentation, related to MRO (mechanical) & service (Mechanical, Civil , administration - manpower, safety, environment) procurement domain, handling on site operation related to projects procurement, RFQ creation, CS making, negotiation, documentation, technical assessment of the vendor, DOP handling compliance related to service, manpower contracts, AMC, ARC- RC orders, cost analysis, procurement planning tools - SAP HANA-report - MIS , Audit documentation process, rate contracts like manpower contracts, MSD handling operations, DM management tools, inventory management, Store function, SOP, checklist, vendor assessments etc.

Dy. Manager - lead Executive

TATA STEEL LTD [19/09/2021 - Current]

City: Mumbai

Country: India

Projects: Management professional with 10 years of procurement strategic purchase and manufacturing industry experience, Process Improvement, Manufacturing excellence, Lean manufacturing, Project Management, and Inventory Management.

Experienced in providing motivation, guidance, and up to date SAP service to production department, colleagues, and clients. Extensive practical knowledge of SAP HANA, PP, SAP MM, SAP ERP, APO, MES, ASIS MODELS.

- Operations: - Digitalization tools like E-proc, SAP HANA, ECM , PR integration tool - Demand aggregation tool - RFQ documentation, related to MRO (mechanical) & service (Mechanical, Civil , administration - manpower, safety, environment) procurement domain, handling on site operation related to projects procurement, RFQ creation, CS making, negotiation, documentation, technical assessment of the vendor, DOP handling compliance related to service, manpower contracts, AMC, ARC- RC orders, cost analysis, procurement planning tools - SAP HANA-report - MIS , Audit documentation process, rate contracts like manpower contracts, MSD handling operations, DM management tools, inventory management, Store function, SOP, checklist, vendor assessments etc.
- Lead end-to-end procurement function involving scrutiny of indent, releasing Request for Quotation (RFQ), E-auction, negotiations, placing contracts and management of supplier and contract as per the organization's policies and governance framework.
- Experience in the procurement in MRO & service in Mechanical (Pumps, conveyor belts, bearings, drawing based items etc.), civil and admiration & Electricals spares & consumables (Cable, Switch gears, motors, automation parts, drives, instrumentation etc.)
- Built alternate vendor base to achieve cost reduction, increase revenues, streamline process workflow and to create a teamwork environment to enhance productivity innovatively for in-house and vendor's parts
- Working towards floating enquires, cost comparison, placing order of material based on technical acceptance & L1
- Receiving & reviewing technical specifications, bill of quantity, drawings provided by project; checked and discussed with

project managers / production engineers to determine / search suitable manufacturers / suppliers

- Possess knowledge of manufacturing operations, auction, strategic sourcing, domestic and import procurement
- Experience in documenting, implementing, testing, and training all business process users in SAP MM & SAP HANA S4.
- Managed procurement of A class (As per ABC analysis) raw materials such as Steel, Zinc, Cement, Coal, Machinery and so on from local & foreign suppliers
- Contributed to meeting service, cost, delivery, and quality norms by monitoring supplier performance, developing long-term partnerships with local & foreign suppliers

Dy. Manager

TATA STEEL LTD [19/09/2019 to 15/09/2021]

City: Mumbai

Country: India

- Hand on experience on SAP HANA Module and Sap MM Module, Purchase & Procurement and Supply chain management
- Executed preparation & approval of SOP for purchase department in TATA Steel.
- Led the introduction of new vendors for monopoly items
- Lead end to end process excellence initiatives from problem identification to system integration in operations.
- Created and implemented inventory management model to reduce inventory level and improve order to deliver cycle time
- Core Team member in delivery SFG reduction, SAP-APO business tools and Value chain improvement
- Commitment results oriented and interested to learn New Technologies.
- Self-starter with drive, initiative, and a positive attitude. Flexible and adaptive to demanding project requirements.
- Experienced in providing motivation, guidance, and up to date SAP service to production department, colleagues, and clients. Extensive practical knowledge of SAP, PP, SAP ERP, APO, MES, ASIS MODELS.
- Successfully developed & implemented mini-max inventory control & centralizing store for this material initiatives to streamline the inventory functions
- Established, implemented, and managed system to evaluate, monitor and report supplier scorecard performance thus reducing rejection.
- Brought a reduction of transport costs on volume basis by changing the charging method, delivery cycle and by maximizing truck loads previously under utilized
- Liable for preparing the annual rate contracts for regularly consumed items which results in an on-time delivery and reduces inventory levels
- Developed alternate vendors to reduce dependency on single vendor and analyses non-moving inventory & re-work them to reuse the same or scraping them.

Roles and responsibilities

TATA STEEL LTD

City: Mumbai

Country: India

- Demand and Supply management- Perform demand forecasting, Drive SAP PP and MM process, monitor deviation through OTIF, forecast planning and coordination with customer, order-delivery cycle time, Manufacturing performance analysis- Analysis of SAP PP
- Inventory Strategy and Planning - Stock replenishment strategy, buffer stock planning, inventory optimization, stock evaluation and optimization.
- Implementing supplier partnership programs that provided competitive advantage while ensuring quality supply and a reduction of total system costs
- Managing the activities pertaining to procurement and inventory management
- Formulating the plant purchasing procedures consistent with established corporate and division policies & procedures
- Identifying, developing & maintaining local vendor base for obtaining timely procurement favorable
- Preparing purchase schedules for timely procurement of materials, raw materials and capital equipment ensure smooth execution of projects
- Balancing supply and demand factors; achieving optimum product availability, asset utilization and supply chain efficiencies; administering store and maintaining reduced inventory levels

Astt. Manager

UTTAM GALVA STEEL LTD [01/09/2013 TO- 15/09/2021]

City: Mumbai

Country: India

- Lead end-to-end procurement function involving scrutiny of indent, releasing Request for Quotation (RFQ), E-auction, negotiations, placing contracts and management of supplier and contract as per the organization's policies and governance framework
- Experienced in providing motivation, guidance, and up to date SAP service to production department, colleagues, and clients. Extensive

practical knowledge of SAP, PP, SAP ERP, APO, MES, ASIS MODELS.

- Receiving & reviewing technical specifications, bill of quantity, drawings provided by project; checked and discussed with project managers / production engineers to determine / search suitable manufacturers / suppliers

ASSIGNMENT: -

- Planning of CR-Mills to monitor the processes, creation of plant management model, SCM of spare parts and Rolling Mills, Work on OTIF. Aging report on daily basis procurement, Enterprise Process Modelling Manufacturing and planning process
- Created a repository of Process Knowledge for the manufacturing and quality process for MILLS.
- Performed the End-to-end Process mapping in SAP procurement process.
- Responsible for performing procurement analysis, defining system strategy.
- Responsible for developing system requirement in ASIS MODEL and supporting procedures .
- Working on SAP - HANA, SAP MM, SPSS, MES, APO software's to handle MM, HANA - module of mills CRM and other plant operations.
- Working on SFG, OTIF process for non-appliance planning.
- Responsible for maintaining the quality assurance for customers (Samsung, Godrej, Whirlpool etc.
- Responsible for MBT analysis, Gap analysis processes of customers.
- Working on planning using ASIA Model of SAP PP , SAP MM, SAP HANA, Model y using below processes and t-codes

SOFTWARE EXPOSURE : -

- SAP HANA S4.
- SAP MM
- APO
- MES
- SYMCO
- ASIS MODEL
- CATIA-CAD CAM
- SAP PP
- OUT LOOK
- MS OFFICE

PERSONAL SLEIGHT: -

- Highly motivated, Result oriented
- Got appreciation from Plant in terms of ownership, leadership assignment.
- Cost reduction on 13 cr from last 3 years in terms of service procurement.
- Curious to scrutinize and learn new things
- Good Communication skills and Optimistic approach during difficult situations

EDUCATION AND TRAINING

MBA

Panjab University [2011 - 2013]

Address: University Business School - UBS -LDH , (India)

Field(s) of study: Marketing & operations

Bachelor of Technology

Punjab Technical University [2006 - 2010]

Address: DAVIET, Jalandhar (India)

Field(s) of study: Mechanical Engineering

LANGUAGE SKILLS

Mother tongue(s): **Hindi**

Other language(s):

English

LISTENING C1 READING C1 WRITING C2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1