

SAGAR ARUN WARUDKAR
PLOT NO 389, SUDAMPURI,
UMRER ROAD, NAGPUR-440024.

Deputy Manager (MEP)
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Career Objective

To seek a challenging position in an organization that best utilizes my knowledge and skills and provide me with opportunity for learning and advancement. Grab the position of organization to higher level in the market with my knowledge & work.

Educational qualification

Year	Board/University	Sem/Grade	Grade
2023	Indian Institute of Material Management (IIMM)	PGDMM (2 yr)	Fist Class
2013	R.T.M. Nagpur University	BE (Electrical)	1st division
2009	Maharashtra State Board	HSC(12th)	2nd division
2007	Maharashtra State Board	SSC(10th)	1st division

ROLE AND RESPOSIBILITY

- Well versed in SAP with all types of reports related to purchase activity.
- Work in SAP HANA model, MM R3 model.
- Generate Purchase Order per requirement, place and confirm order with supplier & monitoring until delivery completion
- Identification of all type of nonmoving, slow moving and first moving item.
- Send procurement schedule to the Manager & complete the schedule with dates of material required on site.
- Preparation of materials ageing report and Deal with client material and reconcile and Developments of new vendors.
- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- To make Comparison of Technical & Commercial Specification.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Liaison with finance department for timely payments of Bills.
- Creating & updating new database of available suppliers.
- Preparation of monthly cost and stock statement.
- Establish good working relationships with vendor through personal contact, discussing & resolving problems regarding delay delivery dates.
- **SAP:** Currently working in - SAP HANA Module
- **ERP:** Experience of working on Integrated Material Management On-Line System (ERP)
- Ariba: 1 year experience in Ariba Management.

Work Experience

1) **Company Name: Shapoorji Pallonji and Company Pvt Ltd.**

Company Profile:

Shapoorji Pallonji And Company Private Limited is a global, diversified organisation of 15 major companies, including Engineering & Construction, Infrastructure, Real Estate, Water, Energy and Financial Services.

Position: Deputy Manager (MEP)

Duration: July 2024 To Till Now.

Location: Head Office (Mumbai)

Job Responsibility : (MEP Purchase)

- Oversee the entire procurement process for MEP materials and equipment, ensuring timely and cost-effective sourcing.
- Negotiate pricing, terms, and conditions with suppliers and vendors to secure the best deals. Collaborate with project managers and engineers to establish procurement budgets for MEP-related materials and services.
- Build and maintain strong, long-term relationships with key suppliers, vendors, and subcontractors.
- Draft and review contracts and agreements with suppliers and subcontractors, ensuring compliance with project specifications and legal requirements.

2) **Company Name: H.G. INFRA ENGINEERING LIMITED**

Company Profile:

H.G. Infra Engineering Limited is a leading Infra Structure Development Company. HGIEL having expertism in providing EPC service on turnkey basis and HAM (Hybrid Annuity Model), excelling in civil construction related Infrastructure Projects across 15 States in India. It also constructing state and national highways, bridges, flyovers, runways and rail over-bridges.

Position: Assistant Manager (SCM)

Duration: Jan 2023 To Till Now.

Location: Head Office (Jaipur)

Job Responsibility :

- Working in SAP, Purchasing of aggregate (10mm, 20mm, 40mm, Dust, river Sand, Wash San). Create comparison sheet, finalising the vendor, create PO in SAP.
- Monitor supply and follow up vendor for material, vendor payment follow up from A/c Dept.
- To achieve the competitive rate, good quality & lesser delivery time.
- Also monitor own Crusher production and give report to Manager.
- Assessments of the performance of the vendors based on various criteria such as quality improvement rate, response time, timely delivery.

3) **Company Name: G R INFRAPROJECTS LIMITED**

Company Profile:

G R Infraprojects Limited is an integrated road EPC company with Experience in Design and Construction of various road/Highway Projects across 15 States in India. It also constructing state and national highways, bridges, culverts, flyovers, runways and rail over-bridges.

Position: Senior Executive (Purchase)

Duration: Oct 2020 To Jan 2023.

Working on Project: VADODARA MUMBAI EXPRESSWAY Under Bharat Mala Pariyojna (8 lane Project)

Job Responsibility :

- Working in SAP in HANA Model, Procurement of Mechanical spares like all types of Pump like Monoblock Pumps, borewell submersible pump, openwell submersible pump, sump pumps, Dewatering pumps, also spares parts like bearing, fan belts Nut Bolts, all Types of seals and Electrical items like MCB, MCCB, Contactors, cables, switch, sockets etc.
- Procurements of Hardware items like Lifting belts, shuttering items, TMT bars, safety items like gum Boots safety Jackets, Safety Helmets etc
- To achieve the competitive rate, good quality & lesser delivery time.
- Design, Implement and monitor effective procurement schedules along with finalizing the specification of materials and establishing the quality and quantity limits.
- Assessments of the performance of the vendors based on various criteria such as quality improvement rate, response time, timely delivery.

4) Company Name: PNC INFRATECH LTD

Company Profile:

PNC Infratech Ltd operates as an Infrastructure construction Developments and Management Company, The Company constructs Highways, Bridges, Fly-overs, Power Transmission Lines and Airport Runways, PNC Infrastructure also provides construction services for waste managements and Industrial area Developments Projects.

Position: Senior Executive (Purchase)

Duration: Dec 2018 To Sept 2020.

Working on Project: NAGPUR MUMBAI SUPPER COMMUNICATION EXPRESWAY (Pkg- 04 Maharashtra 6 lane Project)

Job Responsibility :

- a) Working in SAP MM R3 model, To make Purchase Order, Reviewed purchase orders before ordering goods.
- b) Processed purchasing requests and maintained purchasing logs.
- c) Contacted vendors to obtain price quotes and performed negotiations.
- d) Ensured that all purchase operations were performed in accordance with company policies and procedures.
- e) Followed-up on delivery schedules, payment delays, and invoice queries.
- f) Managed deliver schedules and status of goods.

5) Company Name: DP JAIN & CO. INFRASTRUCTURE PVT. LTD.

Company Profile:

The DP Jain & Co. Infrastructure Pvt. Ltd has steadily grown and emerging civil infrastructure projects construction and development company in india. The company construct Road & Highways, Bridges, Airports, Water Irrigation, Institutional Buildings, Railways, Power and heavy Earth work projects.

Position: Executive - Purchase

Duration: Dec 2017 To Dec 2018.

Working on Project: KHAMGAON ROAD PROJECTS (MAHARASHTRA)

Job Responsibility :

- a) Working in ERP, To make Purchase Order, Reviewed purchase orders before ordering goods.
- b) Processed purchasing requests and maintained purchasing logs.
- c) Contacted vendors to obtain price quotes and performed negotiations.
- d) Followed-up on delivery schedules, payment delays, and invoice queries.
- e) Managed deliver schedules and status of goods.

6) Company Name: Sarja Electrical & Engineering Service Pvt. Ltd**Company Profile:**

Sarja Electrical & Engineering Service Pvt Ltd is manufacturing of Street light, Flood Light, Mobile lighting Towers, High way lighting Contracts and having Building Developers projects in various cities in Maharashtra.

Position: Purchase Engineer

Duration: Aug 2013 To Nov 2017.

Job Responsibility :

- a) Create PO, Development of vendors, making weekly monthly reports,
- b) Preparation of Tenders, arranging documentation to bid a tender.
- c) Making Comparison sheet of material,
- d) Follow up material status, Build relationship to vendors.

Achievement

- Saved 20 Lacs Rupees in the year 2021 for G R INFRAPROJECTS LIMITED by identifying domestic vendors to supply material which was earlier imported

Software/Computer Proficiency

- MS-CIT
- Well versed in Microsoft Excel, Word, PowerPoint.

Key Skills

- Willingness to learn.
- Sincere in the task undertaken.
- Ability to work in team, take charge of one's own responsibility and team as well, understand people, and motivate them.
- Ability to work in multi-cultural environment.
- Would like to take initiatives and bring out best possible solution.

Hobbies/Interest

- Interest in playing Cricket,
- Listening to Music,
- Surfing Internet.

Personal Profile

Name	SAGAR ARUN WARUDKAR
Date Of Birth	02/02/1992

Sex	MALE
Languages Known	ENGLISH,HINDI,MARATHI
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I hereby declare that the above information stated by me is true & correct as per my knowledge.

PLACE: Nagpur

SAGAR ARUN WARUDKAR

DATE :