



Vikas Payasi

Procurement Officer

Previous Company: **Saudi Archirodon Ltd.**

Location: Tanajib - Saudi Arabia

Education: Master's degree, MBA / PGDM (Operations) + PGDMLM + PGDIEM

Total Work Experience: 6+ Years

Contact Details:

Mobile Phone: Call - +91-9319654015 (India) / Whatsapp - +91-9014349338 (India)

Current Location: Pune - INDIA

Email Address: ivikaspayasi@gmail.com

Skype Id: vikas.payasi

Present Address	Permanent Address
HIG-24, Parijat Castle, Ring Road no. 2, Near Maharana Pratap Chowk, Bilaspur 495001 (C.G.) - India	MIG – A3, Sudharnayas Colony, Madhav Nagar, Katni – 483501, Madhya Pradesh - India.

Target Job:

Target Job Title: Procurement Officer, Sr. Procurement officer, Assistant Manager – Procurement.

Career Level: Mid-Career.

Target Job Location: India, All GCC Countries, Africa, New Zealand, Australia, Canada.

Career Objective: To have a challenging carrier wherein I will get an opportunity to utilize my conceptual & analytical skills and values to myself & organization I am associated with.

Employment Type: Full Time Employee.

Notice Period: 1 month or less.

Latest CTC: Saudi Riyals (SAR) – 72,000./ (USD) – 19,200./ (INR) – 13,24,000.(Approx.) per annum.

Personal Information:

Birth Date:	14 November 1988 (Age: 29)
Gender:	Male
Nationality:	Indian
Name in Arabic:	فيكاس باياسى
Marital Status:	Single
Number of Dependents:	3
Driving License Issued From:	India & Saudi Arabia
Passport No:	L5411345 (Expires on – 08 th Oct, 2023)

Education

Master's degree, PGDM/MBA (Operations)

Sinhgad Institute of Management

Location: Pune, India

Duration: Aug 2010 - July 2012

University: Autonomous

Higher diploma, PG Diploma in Materials & Logistic Management

Sinhgad Institute of Management

Location: Pune, India

Duration: July 2011 - June 2012

University: University of Pune.

Project Title: Study on Inbound Logistics with Respect to Cement Plant Setup Project at HEIDELBERG CEMENT INDIA LIMITED.

Department: Purchase and logistics.

Duration: 8 weeks

Organization Name: HEIDELBERG CEMENT INDIA LIMITED.

Higher diploma, PG Diploma in Import-Export Management

Sinhgad Institute of Management

Location: Pune, India

Duration: Aug 2010 - June 2011.

University: University of Pune.

Project Title: Import Procedures for Heavy Machineries & its Spare Parts at Cement Plants.

Department: Purchase and logistics.

Duration: 4 weeks

Organization Name: HEIDELBERG CEMENT INDIA LIMITED.

Bachelor's degree, B.B.A. (Finance)

I. P. S. Academy

Location: Indore, India

Duration: July 2007 - August 2010

University: Devi Ahilya Vishwavidyalaya.

High school or equivalent, COMMERCE

Shri Kailashpat Singhania Higher Secondary School, Gopalnagar

Location: Bilaspur, Chhattisgarh. India

Duration: June 2006 - May 2007

Board: CBSE

Experience (6+ Years)

Procurement Officer

Saudi Archirodon Ltd.

Location: Hofuf, Saudi Arabia

Company Industry: Construction

Job Role: Purchasing and Procurement

Since: September 2015 - Present

- **Tanajib – Upgrade Pier Facility (ARAMCO) Project. (Jan, 2018 to Oct, 2018)**
 - **Sleeper Production Facility Yard, Hofuf Kingdom of Saudi Arabia) (May, 2017 to Jan, 2018)**
 - **NSR-CTW-110 Railway Project, Ras Al-Khair (Kingdom of Saudi Arabia) (Aug, 2016 to Jan, 2018)**
 - **Hofuf Railway Facility Yard, Hofuf Kingdom of Saudi Arabia) (Apr, 2016 to Jan, 2018)**
 - **Jeddah South Thermal Power Project, Jeddah (Kingdom of Saudi Arabia) (Jan, 2016 to Mar, 2016)**
 - **Regional Procurement Office, Jeddah (Kingdom of Saudi Arabia) (Sep, 2015 to Apr, 2016)**
- Working knowledge of **APICS** software in Saudi Archirodon Group.
 - **Individually handled 3 sites and managed purchasers.**
 - **Developing Vendors**, Factory Inspection and **Vendor Evaluation**.
 - Implement and execute the **standard procedure of procurement**
 - Collaborate with key persons within the company to ensure the clarity of the specification and expectation of the company
 - Arranging Quotation from various competitive vendors.
 - Preparing and **Scrutinizing Comparative Statement**.
 - Evaluate prospective suppliers to ensure they can meet delivery needs in terms of cost, timeliness, quantity and quality.
 - **Negotiating** with external vendors to secure advantageous terms.
 - Ensuring that all **PO** are done thru proper channel as per policy with necessary approvals.
 - Releasing Purchase Orders to Vendors.
 - Developing **Project Procurement Plans** for items above **\$. 100,000.00**
 - Issuing **LOI and Rate Contracts** to various specialized vendors

- **Follow up** with vendor to match the availability of material on time.
- Preparing **L/C** for overseas high value Transaction.
- Arranging and follow up for all Documentation related to **Import & Export**
- Follow-up with **Custom Clearance Agent** and update the consignment location in system level on the daily basis.
- Arranging **Heavy Equipment's** as per project requirements on rental basis.
- Arranging **Logistics** for transportation of material from various parts of country and abroad & releasing **Work Orders** to Transporters.
- Maintaining and reviewing all records of purchased goods, including their costs, deliveries and inventories.
- Ensures all activities in the procurement department run as scheduled.
- Outlook, MS-Office, C, C++ & SQL.

Procurement Executive

Larsen & Toubro Construction, through T&M Service Consulting Pvt. Ltd. in Hyderabad Metro Rail Project

Location: Hyderabad, India

Company Industry: Construction

Job Role: Purchasing and Procurement

Duration: September 2013 - August 2015 (2 Years)

- Working knowledge in **EIP Portal (ERP Based)** of L&T Construction.
- **Developing Vendors, Factory Inspection and Vendor Evaluation.**
- Implement and execute the **standard procedure of procurement**
- Collaborate with key persons within the company to ensure the clarity of the specification and expectation of the company
- Arranging Quotation from various competitive vendors.
- Preparing and **Scrutinizing Comparative Statement.**
- Evaluate prospective suppliers to ensure they can meet delivery needs in terms of cost, timeliness, quantity and quality.
- **Negotiating** with external vendors to secure advantageous terms.
- Ensuring that all PO are done thru proper channel as per policy with necessary approvals.
- Releasing **Purchase Order** to Vendors & **Work Orders** to Transporters.
- Issuing **LOI** and **Rate Contracts** to various specialized vendors.
- **Follow up** with vendor to match the availability of material on time.
- Organizing **E- Auctions** for scrap Disposals and releasing **Sale order** against Auctions.
- Arranging **Logistics** for **transportation** of material from various part of country.

Purchase Officer

Heidelberg Cement India Limited through Cont. Mangroo Ekka – in 5000 TPD Expansion Project

Location: Imlai, Damoh (M.P.) India.

Company Industry: Manufacturing and Production

Job Role: Purchasing and Procurement

Duration: July 2012 - August 2013 (1 Year 2 months)

- **Developing New Vendors** and Taking Quotation from various vendors.
- Preparing & Scrutinizing **Comparative Statement.**
- **Negotiation** with Vendors.
- Releasing **Purchase Order** to Vendors.
- **Follow up** with vendor to match the availability of material on time.

Training and Certifications:

Industrial Training for PGDMLM (Training)

Training Institute: HEIDELBERG CEMENT INDIA LIMITED.

Date Attended: May 2011

Project Title: Study on Inbound Logistics with Respect to Cement Plant Setup Project at HEIDELBERG CEMENT INDIA LIMITED.

Department: Purchase and logistics.

Duration: 8 weeks

Industrial Training for PGDIEM (Training)

Training Institute: HEIDELBERG CEMENT INDIA LIMITED.

Project Title: Import Procedures for Heavy Machineries & its Spare Parts at Cement Plants.

Date Attended: December 2010

Department: Purchase and logistics.

Duration: 4 weeks

Oracle ERP Supply Chain Management Conducted By iWare Logic Technologies (Certification/ Workshop)

Training Institute: Sinhgad Institute of Management

Date Attended: Nov 2010

Duration: 10 Days

Key Skills

- Vendor Development Management
- Vendor Evaluation & Selection
- Project Procurement Planning
- Negotiation
- Co-ordination
- Management
- Materials Management
- Material Codification
- Rate Contracts, LOI & PO
- LC Drafting
- Hired Equipment Management
- Purchase Management
- Logistic Management
- Supply Chain Management
- E-Auction
- Scrap Disposal Management
- Transportation
- Import Export Management
- Custom Clearance Documentation / Follow-up with CHA

Languages Known

- Hindi
- English

References

Mr. Firas Kassab Bashi Dahhan

Job Title: Project Manager
Company Name: Saudi Archirodon Ltd.
Phone Number: +966-555493784
Email Address: f.kassab@archirodon.net

Mr. Vasudevan Nambiar

Job Title: Deputy General Manager - HR
Company Name: L&T Construction
Phone Number: +91-9963771417
Email Address: nambiar@lnttecc.com

Mr. Sumeet Lohia

Job Title: Head – Sales & Business Development
Company Name: Crocs India Pvt. Ltd.
Phone Number: +91-9999232222
Email Address: slohia@crocs.com

Mr. Kamalakar Kyatham

Job Title: DGM - Safety & Fire Services
Company Name: JSW Steel Ltd. - Ballari
Phone Number: +91-9449879020
Email Address: kyatham.kamalakar@jsw.in

Mr. Chandra Shekhar Gupta

Job Title: Chief - Personnel, Admin & CSR Manager
Company Name: Hindustan Construction Company Ltd.
Phone Number: +91-7674823344
Email Address: chandrashekhar.gupta@hccindia.com

Mr. Sanjeev Sharma

Job Title: Head of Vehicle Safety & Performance
Company Name: BOMBARDIER
Phone Number: +91-9949922377
Email Address: sanjeev.sharma1@rail.bombardier.com

Memberships:

N.S.S.

Membership/Role: Member

Member since: December 2005

Hobbies and Achievements:

- **Playing Musical Instruments, T.T., Badminton & Swimming**
- **I can play 5+ Musical Instruments.**
- **Played State Level TT tournaments and secured 6th rank in under 19**
- **Done three years course in classical music from Mumbai University.**
- **Participated in Solo and Duet Singing in KARANDAK at SINHGAD INSTITUTE in 2010.**

Declaration:

I hereby declare that all the information given above is true to best of my knowledge.

Place: Bilaspur, India

Date: 8th September, 2019

VIKAS PAYASI