



NILESH SHARADCHANDRA VISPUTE

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Achievement-oriented professional targeting assignments in **Sourcing & Procurement / Store Operations** with an organization of high repute

PROFILE SUMMARY

- Result-oriented professional with **nearly 12 years** of experience encompassing procurement & sourcing, materials management, store operations and manpower planning & management
- Knowledge of **ISO/ EMS / EHS / OHSAS**; exposure to implementation of **5S, Kanban, Kaizen methods**
- Augmented business processes and systems for cost benefits, vendor development, reduce inventory, minimize costs and maximize working capital; minimized overstocks and steered **removal of redundant inventory to maximize availability of working capital**
- Implemented **quality checks** to conduct incoming, in-process & final inspection on various products, processes & procedures; extended **Internal / External Audits Support**
- Proficiency in working on **SAP Materials Management (MM)** and Supply Chain Management programs
- Effective communicator & negotiator with strong analytical, problem-solving & organizational skills

CORE COMPETENCIES

~Procurement & Sourcing	~Materials Management	~SAP Implementation
~Vendor Development & Management	~Inventory Management	~Internal / External Audits
~Manpower Planning	~Liaison & Coordination	~Reporting & Documentation

ORGANISATIONAL EXPERIENCE

Nov'17 **Aarti Ind Ltd, Manager-Engineering Purchase & Stores**

Key Result Areas:

Procurement

- Conducting the end to end procurement process including collection of proposals/quotations, Comparisons, technical and financial evaluations, negotiations, vendor correspondence and contract preparation for capital equipment & machineries/MRO/Spares/Consumables/General Items/Services/Contracts and etc.
- Co-ordinating with head office purchase team for high value purchases of capital equipment & machineries
- Procurement Lab Chemicals/Packing Materials/Glass wares/Impurities/FO/LDO/Gases etc. on day to basis
- Import purchasing and co-ordination with CHA for import materials clearance from port
- Coordinating with Legal/Support departments for ABG, PBG, CPBG, LC and payments etc.
- Periodical follow up & coordinate FAT inspections for timely delivery from Suppliers/Vendors for project utilities, machineries, instrumentation at sites as per delivery schedules

- Ensures all agreements & AMC are in place & renewed before due date and no services to start before agreement/AMC in place
- Evaluating and monitor the suppliers at regular intervals and maintain strong relationships with them to assure that cost, quality and delivery targets are met
- Regularly track and present the Vendor evaluation reports to senior management and create alternative vendors for 90% of projects purchases
- Working independently organizational guidelines to achieve unit objectives, directing other persons within department and tracking the budget expenditures
- Develop and implement purchasing and contract management instructions, policies, and procedures
- Adhere to statutory regulations, vendor approvals with proper documentation, taxation laws of state

Central Stores management

- Ensure stores activities like goods receipt, goods issues, rejections, plant returns & scraping are in line with norms
- Ensure regular inspections and testing of material received, note & investigate deviations, if any, from the actual material orders and material received
- Continuously coordinate with the users to identify obsolete or surplus materials and make arrangements for its effective disposal
- Undertake regular physical verification of inventory at storage locations of engineering stores and review the same
- Establish and monitor strong inventory control to ensure that there shall be no cost implications of excess or scarcity of engineering spares
- Ensure reduction of stock-out of engineering spares since the same shall hinder production processes and hence have cost impacts
- Implementation and monitoring of 5S methods
- Taking care of safety parameters for loading/unloading and storage of materials

Oct'15 to Oct'17 Adani Power Ltd., Mundra as Asst. Manager – Techno-commercial

Key Result Areas:

Procurement

- Supervising the entire gamut of operations including procurement as per the requirement, negotiating with the suppliers and coordinating for the supply of materials in time as per the purchase order
- Coordinating with Operation & Maintenance (O&M) Department for requirements as per purchase requisitions; evaluating suppliers and negotiating on prices and purchase agreements
- Analysing the requirements of projects and providing cost, and time estimate
- Developing and implementing key strategies for the purchase of materials from sources; achieving cost reduction in procurement and packaging
- Ensuring proper approval note from user dept. and selecting mode of procurement (Fresh Enquiry/ Repeat Order/ Rate Contract/ Propriety Items/ Cash Purchase/ E-auction)
- Steering selection of prospective vendors for floating of RFQ
- Preparing details on internal cost estimation & total proposed cost
- Creating NFA for Award of Contract and creating Purchase Order & Service Order

- Arranging logistics for the import consignment, local consignment and for repair & maintenance of materials
- Adhering to commercial compliance with vendors & compliance's related to IMS
- Communicating requirements for Environmental and OH&S Compliance to supplier along with PO as applicable
- Collaborating with various departments; steering vendor evaluation on the basis of delivery, price, service & quality
- Arranging Vendor Meet for Tier 1 & Tier 2 Suppliers; ensuring timely delivery of material and payment to vendor
- Documenting, filling and maintaining proper records for all activities

Highlights:

- Documented, implemented, tested and trained all business process users in MM which involved dealing with all hierarchical levels within the business, as part of the SAP re-implementation project for Adani Power Ltd & Mahindra Steel Co. Ltd.
- Core team member for SAP MM implementation for clients such as Adani Power Ltd & Mahindra Steel Co. Ltd.
- Managed the vendor managed inventory project which helped in reducing lead-time of the purchasing process using the work flow and revised business processes
- Engaged in development and execution of sourcing strategy to meet the company's business growth and sourcing requirements with the help of SRM, e-auction & Annual Rate Contracts

Apr'15 – Sep'15 Rochem Separation System (India) Pvt. Ltd., Assistant. Manager – Stores

Key Result Areas:

- Managed all stores related activities such as planning of production materials as per WBS, inventory management and controlling systems
- Acted as Team Member for implementation of EMS / OSHAH Systems
- Prepared MIS for review from higher management
- Warehouse management, Controlling stores inventory

Mar'10 – Apr'15 Mahindra Sanyo Special Steel Pvt. Ltd., Sr. Executive – Central Stores

Key Result Areas:

Stores & Procurement:

- Steered stores activities for Goods Receipt, Goods Issues, timely rejection, plant return, scrapping of materials
- Responsible for procurement of Spares, Consumables & Indirect materials on day to day basis
- Worked on Min. Max. Level, Reorder Point, Shelf Life, MRP, Vendor Management, AGE of materials
- Conducted plant stock verification and reconciliation on periodical basis
- Preparation of services orders, monitored and timely closed service orders in system
- Coordinated with PPC and Shop Team to avoid shortages or excess of materials
- Followed up with suppliers for delivery / rejection / shortages
- Implemented control measures to ensure mistakes, inaccuracies and discrepancies
- Documentation for ISO/ TS16949 / EMS / OSHAH systems

- Updating materials master / Vendor masters in SAP
- Steered MIS Reporting, extended Internal / External audit supports

SAP MM Activity: +

- Resolved issues for business users acting as First Line SAP MM Support
- Acted as Core Team Member for SAP Implementation and Upgradation project
- Coordinated all SAP MM activities with Central Team
- Studied and conducted impact analysis and assisted business in SAP upgrades

PREVIOUS EXPERIENCE

Sep'08 – Mar'10 Weldcon India Pvt. Ltd., Nasik as Materials Executive

Sep'07 – Aug'08 Siemens India Ltd., Nasik as Trainee Engineer

ACADEMIC DETAILS

- BE in Electronics from University of Pune in 2007

PERSONAL DETAILS

Date of Birth:	30 th May 1981
Languages Known:	English, Hindi, Marathi & Gujarati
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