**MADHAV CAVALAY. A**

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Seeking position in the field of **Procurement/ Purchase Management/ /Operations Management** in a reputed organization

**Synopsis**

* An astute professional with nearly 20 years of extensive experience in the field of Supply Chain Management, Procurement, Purchase Management, Facilities and Admin Management, Operations Management and Team Management with a Green Belt Certification.
* Demonstrated business acumen in leading and managing project procurement, Facilities Management, logistics management initiatives in Electronics manufacturing, IT (SI and Development) and in a diversified international corporation.
* Committed to managing the operations, sourcing, logistics, projects and facilities flawlessly while consistently delivering desired results and contributing to better timely deliveries and cost control.
* Expertise in managing the entire gamut of purchase & material management activities involving material planning & purchase, techno - commercial operations, services for facilities and its related procurement actions.
* Expertise in supply planning activities involving inventory planning, master planning, detail production scheduling, material planning, distribution planning, fulfillment planning, and getting timely replacements and repairs as well as maintenance services.
* Excellent cross functional team building, communication and interpersonal skills. Interact well with focus groups and internal & external stakeholders.
* Keen ability to see the “big picture” while staying abreast of business details and tight deadlines.
* Recognized for consistent success in developing systems, processes and procedures to streamline corporate operations, increase revenues and enhance return on investment.

**Core Competencies**

* SIX Sigma Approach
* Project Management
* Strategic planning.
* Multisite Operations.
* Logistics Management.
* Contract Management.
* Project Management.
* Change Management.
* Compliance and regulations.
* Budgeting and cost control.
* Process re-engineering.
* Administrative systems and controls
* AMCs and Adhoc maintenances
* Negotiation Skills

**CAREER FORTE**

**Jun2018 to Dec 18 Jones Lang LaSelle Procurement Manager**

**Jul 16 to Jun 2017 Pioneer Distilleries Ltd Procurement Head-Capex**

**Sep ’14 to Jun 16 IBM India Private Ltd Procurement Professional**

**Jan’06 to Jan’14 Honeywell Technologies Solutions Lab, Blore Manager ISCM**

**Jun’97 to Jan’06 Tata Elxsi Ltd, Bangalore Senior Executive**

**Apr’89 to Jun’97 BPL Ltd, Bangalore Asst. Purchase Officer**

**Company: Jones Lang LaSelle**  **Jul 2018**

**Industry**: Property Management

**Service Line:** Supply Chain Management

**Industry Description**:

JLL is a world leader in real estate services, powered by an entrepreneurial spirit. JLL buys, build, occupy and invest in a variety of assets including industrial, commercial, retail, residential and hotel real estate. From tech startups to global firms, clients span industries including banking, energy, healthcare, law, life sciences, manufacturing and technology.

I work for one of their Clients Infrastructure Management spread across 21 Locations PAN India as SPOC for all their Procurement needs. Handling Manpower, Beverages, Housekeeping, Electrical, Plumbing and Carpentry requirements, maintenance of HVAC, Chillers, Generators, meeting and learning rooms requirements, stationeries, STP operations, scaffold cleaning etc. Regular planned repair and maintenance, plants and gardens, pest control by getting into an agreement/contract with the relevant vendors, apart from managing the adhoc requirements in a timely manner that would keep the customer happy. Handholding and requirement gathering for a solution by partnering with client’s HR, User Teams, Accounts and Finance teams and site compliance teams by keeping them in communication and obtaining their concurrence for conclusion before taking an action for servicing them. Internally project these to and seek Management’s concurrence for spend and eventual refund from client for these/such extra work carried out which forms out of scope engagement services.

**Company:** Pioneer Distilleries Limited. **Jul 2016 – Jun 2017**

**Industry**: Beverages.

**Service Line:** Supply Chain Management

**Industry Description**:

Pioneer Distilleries Limited, a subsidiary of United Spirits Limited is engaged in manufacturing of Alcohol. The factory is situated at Dharmabad of Nanded District of Maharashtra.

On its growth side, the Company installed a new 30KLPD Ethanol Plant in the year 2004-05. Further, the Company has expanded its Alcohol Plant capacity from 50KLPD to 100KLPD in the year 2006-07. In the year 2010-11 the Company has set up a 60KLPD Grain Based Alcohol Facility and commissioned 4.725 MW Biogas based power plant. Plans are afoot to install a fresh production facility for Malt Spirit shortly. The Company also proposes to set up an IMFL Bottling Plant. Both these facilities will come on stream during the fiscal 2011-12.

Pioneer Distilleries has its registered office at Hyderabad, Andhra Pradesh, India. The Company is listed at the Bombay Stock Exchange, Mumbai and the Pune Stock Exchange Limited, Pune.

Pioneer Distilleries Limited is a subsidiary of United Spirits Limited (USL); USL is the largest spirits company in the world by volume, selling 114 million cases for the fiscal ending March 21, 2011.

Currently The Company is expanding further with captive 6.45 MW power generations, 100 KLPD Fermentation and Distillation plants, Molasespalnt is being revived apart from a Co2 Plant and Absolute Alcohol production capability increases. Also the IMFL plant is being expanded to cater to growing market needs.

It is calling for huge capital investments in the areas mentioned herein and I am heading the Capex procurement activities for this entire expansion program.

**Company:** IBM India Private Ltd, **Sep 2014 to Jun 2016**

**Industry**: Diversified International Corporation.

**Service Line:** Supply Chain Management

**Industry Description**:

IBM India Private Limited is the Indian Subsidiary of IBM. It has the facilities in Bangalore, Delhi, Kolkata, Mumbai, Chennai, Pune, Gurgaon, Noida, Chandigarh, Indore, Bhubaneswar, Coimbatore, Visakhapatnam and Hyderabad.

IBM India is also the biggest domestic IT player in the country.The Enterprise Business Services unit of IBM worldwide and heralded changes in five areas that would transform IBM and bring 'profitable growth'. In order of importance, they are Business Transformation Outsourcing, Application Management Services, Business Solutions, Small& Medium Business & Innovation. In each one of these areas, IBM India figures prominently and employee numbers have grown multi-fold in the last two years and making it one of the highest growth areas in the entire IBM portfolio of geographies & businesses.

**Role:** Procurement Professional

**Responsibilities:** Telecom Compliance

IMAGE IAF/DA/Account Requests

The tasks managed by Telecom Compliance related to Account/Customer set-up for ordering and seeding of accounts w/ Rivermine so Rivermine can process the invoices when they are sent. Request for various Telecom needs were ordered using the SAP modules and Procure to Pay cycle had the tool –Rivermine- that would interface with the SAP data and pick the telecom category separately into itself for validation and payment process. Agreements and contracts were administered through IBM’s in house developed tool.

Tax Exemption Requests

A combined effort between Telecom Compliance and the IBM Tax Department.  Review (Part of the CR Review process (limited to AT&T)) to verify that accounts which were set-up for exemption were not being billed taxes they shouldn't be billed for.  If any incorrect billings were identified - dispute them.  With the transition of auditing, part of this process may end up being handled by Rivermine.

AC/RC Updates (Accounting Codes / Requester Codes).

IBM people change roles 'all the time' –Update such changes and have the right RC associated with the account. In addition to the people changing roles updating/processing of automatic updates when folks no longer appear in Blue Pages (responsibilities default to that persons last know manager.)

b) Finance/Accounting change codes all the time.  To work as a backup support for -Reducing FA’s effort of manually correcting the charges as someone entered it incorrectly, by getting details of codes used byRivermine.

IMAGE "Management"/Ownership issues (such as the agent PC set-up/transfers, Neg-Con verbiage re-works/email distribution clean-up, etc.)

AT&T Business Direct Administrator:

Manage the AT&T Business Direct Portal and administer the internal IBM accounts access requests from across the IBM locations pertaining to IM Managed Services, IBM Global Services, IGA Blue Sky and EVPN e-orders for IBM.

**Company:** Honeywell Technology Solutions Private Limited. **Jan 2006 to Jan 2014**

**Industry**: Diversified International Corporation.

**Service Line:** Supply Chain Management.

**Industry Description:** Honeywell Technology Solutions (HTS) started as the off shore software development facility for Honeywell businesses worldwide in the areas of Aerospace and Automation Control Solutions in 1994.

HTS’ ambit has expanded to include diverse areas of technology development and offers a spectrum of services to its customers with its multi-disciplinary approach to providing total solutions. HTS is a center of excellence, a place that nurtures multiple skills (mechanical, electronics & electrical, computer science, industrial engineering, aerospace, etc.), multiple areas of work (real time systems, control systems, EAI, reliability engineering, systems engineering and multiple technologies (J2EE, .NET, C#, etc.). HTS effectively leverages its legacy of technology expertise and experience to provide best-in-class solutions.

**Role:**Engineer Fellow

**Responsibilities:**

**Capex/Opex Sourcing and management: Jan 2006-April 2012**

End to End sourcing, procurement and management of Capex/Opex budgets. Participate in the review of Capex/Opex requests. Floating of RFIs, RFQs, conduct e-auctions and manage on time delivery to achieve capitalization targets while managing actual expense at or under the budget to support corporate initiative & business focus. Entire process of requisition to material goods receipt notes, issue to requestors were carried out using the SAP Enterprise Material Management models. E-auction’s were conducted through Honeywell in house developed e-auction tool that would enable various e-auction types like revere & forward E-auctions.

**Sourcing Management:**

* Manage strategic global Sourcing into and within India with accountability for all aspects of the supply chain end to end i.e. from requests to payment and for AMCs where ever applicable.
* Provide Sourcing support and advisory services to internal business partners (globally).
* Review sourcing team, and ensure members are aware and understand roles and responsibilities.
* Review progress with the team. If needed, become involved to break impasses.
* Review and approve terms and conditions to ensure best contractual terms for the organization. Review RFI’s, RFQs.
* For contracts to external suppliers – Communicate savings, contract terms and supplier performance expectations to Higher Management.
* For Project Plans – communicate progress to higher management. Identify areas where high-level involvement is needed.
* Review and Ensure contract compliance. Resolve or escalate as needed.
* Develop and execute Process Improvement initiatives to meet corporate objectives. These include improving supplier performance, executing Risk Mitigation Plan for Top Vendor/Products, as well as driving savings opportunities.
* Initiate, develop and maintain Supplier relations to ensure performance and quality are met.
* Develop and monitor metrics to ensure requisitions are acted upon in a timely manner. Confirm/Expedite material as needed.
* Provide training to end users concerning the Purchasing Policy. Document and discuss non-compliance with higher management.
* Help the team to understand category wise differences in handling various intricacies of commodities involved.
* Reports periodically on spend analysis w.r.to Budget utilization, On-time Delivery and any variances.

**Key Achievements:**

* Met business requirements of capitalization its utilization year on year ranging from 87% to 92% of the budgets progressively.
* Met targeted savings of 4-5% (1.4 to 1.8MUSD) of the budgets every year.
* Developed a CAPEX / OPEX Spend management process and procedures which was judged best among Honeywell group companies.

**Role:** Manager ISCM

**Responsibilities:**

**Facilities, Admin, HR , L&D and Legal May2012 - Jan 2014**

Develops and maintains processes and systems related to facilities & administration.

**Project Management:**

* Manage and co-ordinate project management, provide leadership for the procurement team, manage quality and consistency of the facility.
* Scope Development and Analysis: Gather and compile information from internal clients to identify specific business objectives and desired outcomes. Develop and present alternatives that satisfy space, location, cost and timing objectives. Collaborates with client to select best course of action to meet objectives.
* Identifies necessary internal and external resources and establishes project team. Supervise selection of external service providers, including negotiation and execution of contracts. Communicates project plan and assigns roles and responsibilities. Establishes schedule and assigns budget responsibilities.

**Project Implementation:**

* Monitor progress to ensure schedule, cost and quality are consistent with plan. Manage internal and external project resources including collaboration with design resources as needed. Identify deviations from plan and develop remedial action steps to keep project on track. Communicate project updates to client, project team and in reports to management.
* Project Closeout: Measure, evaluate, summarize and report project completion and lessons learned, including feedback from internal clients.

**Procurement:**

* Floating tenders for all the works related to projects. Evaluation of vendors, vendor meetings pre-bid and post-bid for projects. Training Vendors on e-auctions. Present service/ vendor recommendations to management, effectively communicating the business case and negotiating with key internal and external stakeholders based upon a thorough understanding of vendor capabilities and industry options. Participate in the vendor sourcing process; negotiate local vendor contracts, develop service transition plans, and manage the implications of operational changes. Maintain an appropriate and consistent level of vendor management. Procurement of items/products for site/projects that are energy efficient and quality compliant.
* Source vendors for day to day operations. Partner with them to ensure they deliver quality product/services. Evaluate performance through history cards/score cards. Ensure to derive cost effective quality performance from the vendors.

**General Administration:**

* Operations : Facility upkeep-tight housekeeping mgmt., Security, Breakfast/Lunch/Snacks/Dinner arrangements for employees, transport management – ensure safe movement of employees to and from workplace, regular maintenance, interaction with building manager/maintenance depts., etc., preparation of maintenance sheets, history card and process documentation for equipment, guidance on new areas, tools, techniques to manage facilities and growth better.
* Compliance: Responsible for compliance with respect to statutory laws and for all periodic audits (internal and external).
* AMCs : On completion of warranty period, responsible for ensuring in place Annual Maintenance Contracts (AMCs) for all equipments and ensure timely support is received during any breakdown of equipments.
* MIS: Metrics and measurement indices for facility maintenance and upkeep, dashboards showing progress.
* Continuous improvement: Proactively explore options for improvement and introduce new initiatives by collaborating with the client to identify and develop solutions.

**Leadership**

* Supervision: Directly – with Team Leads, Sr. Executive, Executive, as assigned. Indirectly – provides project based leadership and direction to internal and external project teams.
* Represented the Procurement team for the SAP MM implementation and also helped in data verifying the data consistency while migrating from Oracle to SAP modules.
* Developed/Built logic to extract report from SAP related to Capital utilization vs budgets and the expected delivery dates.
* Performance Management: Establishes project team goals and objectives. Measures performance against established goals and objectives and develops actionable plans to correct deficiencies.
* Identify Procurement resource requirements such as; skill-sets, workload, expertise needed to execute plan.
* Review and approve Goals and its results for repartees.
* Review progress, as needed, with Management/PI Managers to review and develop further trials
* Continuously mentor and develop individuals to meet department expectations.
* Ensure staffing workload meets department expectation by reviewing personnel performance.
* As needed, screen candidates with HR to fill current positions.
* Provide opportunities to promote high-potential individuals. Communicate and initiate promotions to Management. As needed, seek outside mentors or classes to support/enhance individual’s development plan.

**Key Achievements:**

* Met the availability of facilities for business continuity without any failures on all working days.
* E-auctions were taken up as a mandatory practice and achieved significant additional savings of minimum 5 %( 0.4 to 0.6MUSD)
* Captured & published a detailed contract management process map.

**Company:** Tata Elxsi Ltd. **Jun’97 to Jan’06**

**Industry**: IT

**Service Line:**Marketing services and supply chain

**Industry Description:**Tata Elxsi is a design company that blends technology, creativity and engineering to help customers transform ideas into world-class products and solutions.

A part of the $100 billion Tata group, Tata Elxsi addresses the communications, consumer products, defense, healthcare, media & entertainment, semiconductor and transportation sectors. Key services include embedded product design, industrial design, animation & visual effects and systems integration.

**Executive-Market Co-ordination Role May 1997 to Apr 2004**

* Act as a Single point of contact for all third party products and services required across the verticals of Systems Integration Business of the organization.
* Be in constant touch with the regional business centers and collect their needs of third party products and services which would form part of the solution offered by TEL. Understand the solution being offered and propose appropriate third party products that meet the technicalities and commercials for the case.
* Maintain a list of frequently transacted items/services like make, model and list of services & offering of services from organizations as a backup data to refer as and when the need arises. Share and update such lists with the regions periodically.
* Organize marketing teams meeting with Vendors/OEM/Publishers and Manufacturers for obtaining latest market updates. Co-ordinate internally for seminars from high profile OEM product introduction and training sessions.
* Evaluate the commercial viability of each customer orderafter technical clearance, finance clearance and business clearance before passing it on to procurement team for placing back to back orders.
* List out the BOM for supplies, services, provisions for extended warranty, spares, buy backs if any accepted by marketing team.
* During this process observe all the norms set forth by management on margins and credit rating of the customer. Seek appropriate levels of approval as the case may be before accepting the customer order.
* Send communication to the respective marketing region on acceptance or rejection of a customer order with in accepted SLA.

**Key Achievements:**

* Consistently delivered an acceptable margin out of the third party products part of the solutions for every order.
* Passed on the Negotiation tips/case background for third part products to Procurement team so as to enable achieve best objectives.

**Senior Executive SCM Role: May 2004 to Jan 2006**

* Place back to back Purchase order for each customer order as listed in the BOM cleared for the order.
* Perform activities of Purchasing Functions with responsibility for obtaining Material, Equipments& Services at competitive prices, satisfactory quality levels, On Time.
* Own complete commercials and on time delivery for all parts and services ordered.
* Keep the field informed of any impeding delays in supply.
* Negotiate with vendors to get better deals, be it price reduction, free extended warranty or spares and free services while following principles of win-win.
* Prepare a comparison of margin projected from order processing team to actualachieved and highlight the additional saving if any. On the contrary, if additional funds are needed, seek approvals before placing back to back orders.
* Understand the business requirements and develop supply base for meeting the goals.
* Develop relationship with different functions by closely working and establishing internal customer concept.
* Maintain a high performance culture focused on continuous improvement and change.

**Key Achievements:**

* Introduced a repetitive and periodic communication system to marketing offices on status of each customer orderwith probable date of delivery.
* Mailed periodically a list of all third party products that they had dealt with TEL to the field offices.

**Company:** BPL Limited. **Apr’89 to Jun’97**

**Industry**: Electronic Manufacturing

**Service Line:**Purchase

**Industry Description:**Products manufactured by BPL include televisions, test and measuring equipments, medical electronic equipments and office automation products. The technical tie-up with Sanyo, Japan, had helped the company widen its product range making it a formidable player in the Indian electronic industry. It had won the Elcina award (1991-92) for export of electronic equipment like color TVs, oscilloscopes, copiers, PCBs, etc to competitive markets of GCA countries. BPL is India's first television company to cross the one million mark (sales in volume).

**Trainee Purchase Assistant** **Apr 1989 to May 1992**

* Worked in Purchase Department reporting to Manager Purchase and had a good training in many aspects of Purchase management on Electronic, Mechanical, electro-mechanical, wire harness, PCBs, consumables, packaging materials, developed a fair idea about the Taxes and Customs Duties.

**Key Achievements:**

* Successfully completed the training period and was moved to Probation period of one year.
* Completed the Probation period by End of May 1992 and was promoted as Purchase Assistant.

**Purchase Assistant Jun 1992 to May 1994**

* Assigned to a factory that was producing Television sets and few wire harness assembly for EPABX as a dedicated Person to take care of Purchases (Local and Imports).
* Introduced to Inventory Management System (Kardex) and involved in preparation of Master Procurement Schedules for requirements of Television sets.
* Also assigned a Trainee to help myself with the work loads. The company had a bi-yearly Procurement and planning cycle initially and was changed over to Quarterly at the end of 1993 owing to the market changes. This change necessitated additional workloads in terms of preparation of Purchase Schedule and close monitoring of Inventories.

**Key Achievements:**

* Could manage the change successfully and delivered the required results to the Factory Manager.
* Promoted as Senior Purchase Assistant in Jan 1994 and in May 1994 was promoted as Purchase Officer.
* Given an additional Hand too to support the responsibility.

**Asst. Purchase Officer May 1994 to May 1997**

* Designated as the in-charge for the Television Manufacturing unit and upon its successful handing in Apr 1996 the responsibility of Import for PLCC & EPABX manufacturing facility at Palkkad was added to me.

**Key Achievements:**

* Could manage the change successfully and delivered the required results to both the Factory Managers and to top it all had no production stoppages for want of raw material throughout the tenure of my engagement from 1992 onwards.

**Past Experience**

**Dec’88 to Apr’89 L&T, Mysore Technical Asst. Trainee**

**Academia**

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| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Duration** | **Month and year of Passing** | **Name of Institute** | **Major Subjects** | **Class/ Division Percentage Grade Points** |
| SSLC | Apr 82 to Mar 83 | Jun-83 | Karnataka Secondary Education Examination Board | Mathematics, Science, Social studies. | First (68%) |
| I Pre-University | Apr 83 to Mar 84 | Apr-84 | Vijaya College | Physics, Chemistry, Mathematics, Biology | First (68%) |
| II Pre-University | Apr 84 to Apr 85 | Apr-85 | Board Of Preuniversity Education | Physics, Chemistry, Mathematics, Biology | First (61%) |
| I BSc | Apr 85 to Apr 86 | Apr-86 | Bangalore University | Physics, Chemistry, Mathematics. | First (63.6%) |
| II BSc | Apr 86 to Apr 87 | Apr-86 | Bangalore University | Physics, Chemistry, Mathematics. | Second (56.8%) |
| Final BSc | Apr 87 to Apr 88 | Apr-86 | Bangalore University | Physics, Chemistry, Mathematics. | First (74.6%) |
| GDMM | Dec 93-Dec2010 | Dec-10 | Indian Institute of Materials Management | Materials Mgmt | Pass |
| MBA | Oct-11-Oct-13 | Oct-13 | ICFAI, Tripura | Operations Mgmt | CGPA 6.82 |

**Training &Certificatiopns**

**2008 Completed Training on “Honeywell Essentials for Supervision”**

**2009 Attended Training on Tenders and Negation Skills conducted by Princeton Academy.**

**2011 Certified by Bay Group International for completion of “Negotiating with Suppliers” (BG1)**

**2012 Certified by Bay Group International for completion of “Negotiating with Suppliers” (BG2)**

**2012 Completed Training on “Honeywell Leadership Skills Workshop”.**

**Awards & Accolades**

* **Magnificently awarded**:
* “Spot Award” for commendable efforts in procurement with meticulous attention of the needs of the team and expert negotiations with vendors yielded systems that were critical for product development.
* “Spot Award” for remarkable performance & being in sync with the project requirements with effective responses within a short duration.
* “Team Excellence Award” for assisting company in setting up of a new lab as per the requested time line.
* “Team Excellence Award” for optimizing hardware requirement and organizing deliveries within the required time lines.
* “Spot Award” for timely delivery of software’s those were critical to projects.
* “Brain Trust Award” for being one among top 8% contributors in the organization.

**It Forte**

* Well versed with MS Applications - Excel, Word, PowerPoint and Internet applications.

**Personal Snippets**

**Date of Birth:** 19th December 1967

**Passport:** M3487325

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