

**GOVARDHANA**

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***Career Summary***

Over 15+ years of progressive experience within Procurement, Project & Marketing management ranging from raw materials, component parts, indirect services and strategic outsourcing for Joinery and Interior Decorations, Fit-out jobs Building Constructions.  Proven ability to lead cross functional teams, negotiate contracts, develop long term commodity strategies, utilize e-sourcing tools, manage working capital, complete cost analysis and source from low cost countries and sourcing Fit-out & interiors jobs.

A results driven, hardworking and capable procurement manager And Project in-charge with a track record of significantly reducing costs and also improving a company’s processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organizations core values and beliefs.

**Now looking for a new and challenging managerial position, one that will make best use of existing abilities and knowledge and also further my career and professional development.**

***Key Strengths***

* Team Leadership
* Sourcing Methodology Knowledge
* International Experience
* Financial Management
* Strategy Development & Implementation
* Negotiation Strategy
* Reports preparation

***Key Skills***

***For Project Management***

* Lead the people as a team and trained them for safety and security
* Good negotiation skills to promote the sub-contractors as well as materials
* Scheduling to achieve the handover dates with proper plans
* Making a Project budgets for cost control
* Taking necessary decisions on risk factors
* Communicate with related departments in advance to avoid the shortages and confusions
* Maintain good quality controls
* Scheduling meetings at site.

***For Purchase management***

* Setting up the weekly, monthly, quarterly procurement plan.
* Procurement of raw material from national and international market.
* Development of alternative local sources for imported raw materials which helps in cost saving.
* Purchasing machines with improved technology to increase production.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Inviting and allotting tenders.
* Liaison with the production department to maintain optimum inventory.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
* Liaison with finance department for timely payment of bills.
* obtain quotations and negotiate for the best price and prompt delivery
* prepare the purchase order or service order And Contacts
* facilitate the accreditation of new suppliers
* coordinate with the building administrator on administration requirements
* handle customer phone inquiries and feedback

***For Vendor Development***

* Effective management of vendor database.
* ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
* Development of new vendors.
* Conducting trainings for vendors to educate them about company’s requirements and help them in improving their performance.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Timely clearance of payments & handling vendor inquiries.
* Running programs to evaluate vendors based on the feedback from internal stake holders.
* Developing reports on various programs run for vendor development for top management.

***For Stores Management***

* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Implementing Standard Operating Procedures within the warehouse.
* Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

***Employment History***

*Job Title:* Project Manager & Procurement in charge

*Industry:* GBL Contractors in India (Roads, Buildings & interior Contracts) – Jan-2018 to Present

*Job Title: Sr.* Procurement/Project Manager

*Industry:* JDC Contracting LLC. Sharjah, UAE (Joinery and Interior fit out -turnkey projects) – Jan-2016 to Dec-2017

*Job Title: Sr.* Procurement/Project Coordinator

*Industry:* Cornerstone Interior LLC. Dubai, UAE (Joinery and Interior fit out-turnkey projects) – April-2015 to Jan-2016

*Job Title: Sr.* Procurement Officer

*Industry:* Kamal Osman Jamjoom Decorations EST FZE. Dubai, UAE (Joinery and Interior fit out-turnkey projects) Jun, 2006 to Jan, 2015

*Job Title: Store In-Charge*

*Industry:* Andhra Sugars – April-2002 to Jan-2005

***Educational and Technical skills***

* MBA from Anglia Ruskin University
* PG Diploma in supply chain management & logistics from Westford School of management.
* Knowledgeable on MS Office (Word, Excel & PowerPoint Presentation)
* Working Knowledge on Oracle ERP system (Oracle Retail Merchandising System), Peachtree

***Personal summary***

Date of Birth : June 13, 1982

Place of Birth : Andhra Pradesh, India

Nationality : Indian

Driving License : UAE & India

Passport Number : U3251802

Date of Issued : Feb 02, 2020

Expiry Date : Feb 09, 2030

Languages : English, Hindi, Telugu