

SYED FAISAL RAZA

SENIOR PROCUREMENT & SOURCING SPECIALIST

DELHI - 110025 • +91-9971756566 • faisal2009raza@gmail.com

• **LinkedIn:** [linkedin.com/in/faisal-raza-1622944a](https://www.linkedin.com/in/faisal-raza-1622944a) •

Professional summary

Results-oriented Purchase Manager with 13 years of experience in cost-effective procurement and supply chain strategies for the construction and infrastructure sectors. Expert in aligning sourcing with project goals, minimizing inventory overhead, and negotiating high-value contracts to enhance profitability. Known for delivering value beyond cost savings through efficient planning, vendor optimisation, and strong commercial acumen.

CORE SKILLS

- Strategic Sourcing & Vendor Development
- Global Sourcing & Import Compliance
- Strategic Budgeting & Cost Control
- Contract Lifecycle Management
- Strategic Sourcing & Vendor Development
- Inventory Optimization & Material Planning
- Cross-Functional Supply Chain Coordination
- End-to-End Procurement Process (P2P)
- Integrated Procurement Planning

Accomplishments

Total Delivered Area: 60+ Lakh Sq. Ft.

- MAX Hospitals – Vaishali & Shalimar Bagh (Delhi NCR)
- FORTIS Hospitals – Gurgaon & Faridabad
- MEDANTA Super Specialty Hospital – Patna
- PRAGMA Multi-Specialty Hospital – Bhatinda
- INDRA GANDHI Eye Hospital – Gurgaon
- GRAPHIC ERA Medical College – Dehradun
- ALOFT Hotel – Kathmandu, Nepal
- MOXY by Marriott – Bangalore
- IREO Grand Hyatt Hostel – Gurgaon
- MAGNOLIAS Townhouses – Gurgaon

- EXPERION Villas & Town Houses – Gurgaon
- MANSAROVAR Global University – Bhopal
- GRAPHIC ERA Hostel & Global School Campus – Dehradun
- NSIC Headquarters – Okhla, New Delhi
- BHARAT SOKKIA GAKKAI Corporate Facility – Delhi
- SMC Securities Head Office – Delhi
- APNA GHAR Affordable Housing – Shalimar, Alwar
- Multiple civil and interior turnkey residential projects delivered across India

PROFESSIONAL EXPERIENCE -

Purchase Manager, 12/2017 to Current

N.S. Associates Pvt. Ltd. – DELHI, INDIA

Key Responsibilities:

- Managing procurement operations worth ₹10–15 Cr monthly across mechanical, electrical, and civil categories.
- Overseeing sourcing for ₹350 Cr+ pan-India construction and infrastructure projects.
- Leading complete site mobilization procurement, including early-stage material, and logistics planning.
- Handling BOM-based procurement for items like PUF panels, Armstrong ceilings, toughened glass, plywood, aluminum extrusions, and modular trolleys.
- Planning and procuring R&M materials, including batching plants, concrete pumps, tower cranes, and JCBs for new site operations.
- Managing the entire P2P cycle – from PR generation, RFQs, to PO issuance, GRNs, and invoice closure.
- Executing the procurement of specialized shuttering systems, like MY1, for ongoing project needs.
- Handling supplier reconciliations, open PO management, and resolving pricing discrepancies.
- Monitoring shipments, tracing delays, and ensuring on-time delivery through active vendor follow-up.
- Administering annual contracts (AMC, ARC, warehouse, forklift), and service agreements with full compliance.
- Overseeing the submission of vendor bills, provisions, and approvals in coordination with finance.
- Conducted market research to identify new suppliers and obtain competitive quotations.
- Reduced order lead times by working closely with suppliers to expedite shipments when necessary.

Procurement Engineer, 01/2017 to 11/2017

Sukhbir Agro Energy Limited

- Conduct market research and collect information of suppliers.
- Handle cross functional projects and support business goals and objectives.
- Coordinate with production and logistic department for requirements.
- Ordered machines, tools, and equipment for new product development.
- Reduced lead times by collaborating closely with suppliers, ensuring timely delivery of critical components.

Procurement Engineer, 11/2015 to 12/2016

Pressure and Process Boiler Pvt. Ltd.

- Purchase the materials as per BOM for each Machinery.
- Preparing BOM for machines with the help of drawings.
- Purchase Raw materials, forging and castings as per the given specification.
- Conducting Negotiation with suppliers and Vendors.
- Maintaining the stock of materials without any variance by conducting stock verification and documents using ERP.

Operation Engineer, 02/2014 to 10/2015

D.S.M Sugar Mills Limited

- Involved in Commissioning activities of power plant.
- Preparation of piping and preparation of piping layouts and isometric drawing as per P&ID's.
- Interdisciplinary co-ordination with other department like, process, structural & electrical for finalizing the job.
- Reporting to AGM & GM about the proper functioning of the plant.

Mechanical Maintenance Engineer, 09/2012 to 01/2014

Sir Speedy East Africa Limited (TANZANIA- East Africa)

- Supervision of installation of HVAC, Plumbing & Firefighting items as per standard norms
- Reporting to General Manager – MEP
- Preparation of material submittal for consultant approval.
- Checking of piping with other equipment's, structures. Creating different reports as required by Management.
- Negotiating with the vendors for Rate, Delivery and Payment Terms.
- Managed inventory of tools to fully equip team for various repair requests.

Software

SAP MM

MS Excel

ERP Systems

MS Word & PowerPoint

Outlook & Email Clients

Internet Research Tools

Education

MBA: Production & Operation Management in 2018
Shubharti University - MEERUT

Bachelor of Technology: Mechanical Engineering in 2012
U.P Technical University - Aligarh

Passed 10+2 Examination in 2007
St Paul's Inter College - Shahjahanpur

Passed 10 Examination in 2005
St Paul's Inter College - Shahjahanpur

COMMUNICATION

- Excellent interpersonal skills, team players recognized for propensity to establish and maintain solid relationship with co-workers, subcontractor, and management.
- Extensive and unparalleled customer service, support, and on-site instruction.
- Interacting interdepartmentally to streamline procedures and establish work requirements.
- Involving in admin commercial activities.

Personal Details

Date of Birth: 27/05/1991

Marital Status: Married

Languages

English

Hindi