



Sumit Gulati

Procurement Manager

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Gurugram, Haryana, 122018

A highly effective Procurement Manager with a strong foundation in civil engineering and extensive experience in construction contracts and supply chain management. Proven ability to optimize project outcomes through strategic sourcing, vendor negotiation, and meticulous cost analysis. Expertise in developing and managing RFPs/RFQs, creating and administering PO/WO, and ensuring timely delivery of materials while adhering to strict compliance standards. Adept at identifying cost reduction opportunities through R&D and the implementation of new technologies. Excellent communication and interpersonal skills, with a track record of successfully negotiating contracts and resolving conflicts with consultants, vendors, and clients.

"Seeking a challenging role where I can leverage my expertise to drive efficiency, reduce costs, and contribute to the success of major projects. Proficient in SAP, AutoCAD, and Microsoft Excel."

Skills

Microsoft Excel

SAP

Autodesk AutoCAD

Communication Skills

Market Research

Project Management

Communication

Marketing Strategy

Education

● - CBSE, SPS International School

Lower Secondary Schooling

Haryana

May 2016

● - CBSE, SPS International School

Higher Secondary Schooling - Non Medical (PCM)

Haryana

2018

● - UGC, G D Goenka University

B.Tech (Civil Engineering) - Civil & Construction

Gurugram, Haryana

2022

Experience

● - RAYWAYS INFRASYS PVT LTD

Marketing Research Analyst / SCM

Gurugram, Haryana

Jun 2020 - Aug 2021

Consulted clients on their business issues to help optimize marketing communication, product pricing and portfolios, and new product developments.

● - CDS INFRA PROJECTS PVT LTD

Quantity Surveyor, Construction Contracts

Gurugram, Haryana

Aug 2021 - Jan 2022

- Prepare tender and contract documents, including bills of quantities, with the architect and/or the client.
- Undertake cost analysis for maintenance of the structure and highway project work.
- Assist in establishing a client's (NHAI, MORTH, etc) requirements and undertake feasibility studies.
- Support negotiations with suppliers regarding pricing, deliveries, specifications, and returns to achieve strategic and tactical value, including floating RFP/RFQ & creating PO.
- Addresses all conflicts and questions raised by the consultant team and the client (AE, & resp. authority).

● **RAYWAYS INFRASYS PVT LTD**

Procurement / Purchase Sr. Executive

Gurugram, Haryana

Jan 2022 - Aug 2023

- Create and float RFPs/RFQs after consulting with site/engg team.
- Negotiate as per actual cost with the vendor & service providers (contractors as well).
- Provide reliable vendors based on work requirements.
- Creating PO/WO, & doing regular monitoring of cost impact monthly.
- Prepare budgets for approval, including those for funding or implementation of work at site.
- Negotiate or approve contracts or agreements with suppliers, distributors, or other organizational entities/cleints.

● **CUBE HIGHWAYS AND TRANSPORTATION ASSETS ADVISORS PVT LTD**

SUPPLY CHAIN MANAGEMENT / CONTRACTS EXECUTIVE

Noida, UP

Jun 2023 - Oct 2024

- Create BOQ & share RFPs/RFQs, and
- Negotiate for construction work and required material supply at different SPV locations by doing different analysis & cost impact
- Provide reliable vendors based on the demand of work/requirement.
- Work closely with the engineering team to ensure timely delivery of materials & completion of work, and
- Conduct cost analysis and identify opportunities for cost reduction of the project by R&D & new technologies.
- Conduct regular observations to monitor supplier/contractors performance and implement corrective actions when necessary by following strict compliances.

● **UTKRISHT UTILITIES PRIVATE LIMITED**

Assistant Procurement Manager

Gurugram, Haryana

Sep 2024 - Present

- Finalizing contractors and vendors for the 6-lane highway project at Rudraram, Hyderabad & Structure (MNB, MJB, and VUP) at Kodad, Andhra Pradesh, depending upon work requirements.
- Create estimates and float RFPs/RFQs, and PO/WO.
- Finding resources near the site to reduce the project delivery timeline as well as the transportation cost of the material.
- Providing skilled vendors and approved materials for the essential parts of the structure, power stations, and major projects.
- Generating MIS reports, i.e., PR to PO conversion report, and
- Creating a cost comparison Sheet & Supplier Data for every contract and purchase.
- Conducting regular site visits & team compliance tests to reduce bad practices at ground level.