**NAVEEN KUMAR SONI**

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***Offering a sterling experience of over 14+ years; seeking challenging assignments across the Construction industry prolific experience of handling various Projects till date***

**CAREER OBJECTIVE**

* My VISION - To be a Leader of a Constructive Team within the Construction industry
* Determination, Dedication and Desire  are the three Guides for my Vision
* Hard Work & Integrity are my Means and Mission
* Innovation and Continuous Learning as Tools for Mutual Benefit

## PROFILE SUMMARY

> A results driven and capable procurement officer with a track record of significantly reducing

 cost and also improving a Company’s processes and corporate purchasing programs.

> Previously worked with M/s.Aarize Realtech LLP as a Manager Purchase from 30 sep 2024 to 02 Oct 2024 at Head Office, Gurgaon.

> Previously worked with M/s. M3M India Pvt. Ltd. as a Deputy Manager Purchase from Jan 2021 to 30 Sep 2024 at date Head Office, Gurgaon.

> Previously worked with M/s. Ninaniya Estate Ltd. as a Manager Purchase from June 2018 to July 2020 at Head Office, Gurgaon.

> Previously worked with M/s. Simplex Infrastructures Ltd. as a Sr. Officer- Purchase from Nov

 2014 to 2017 at Regional Office, New Delhi.

> Previously worked with Curo India Pvt. Ltd. as an Assistant Manager-Purchase from June 2014

 to 2014 at head Office, New Delhi.

> Previously worked with Shapoorji Pallonji & Company Ltd. As a Purchase Officer Since 2007

 to 2013.

> Enthusiastic team player, readily establishes positive relationships with multiple stakeholders,

 Productively contributes to procurement cost-reduction initiatives.

> Excels in multi-tasking and prioritizing work assignments with strong leadership qualities.

> Proficient knowledge of **FARVISION** /**ERP system.**

## KEY SKILLS

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| * ***MEP Contracts***
 | * ***Cost Reduction***
 | * ***Procurement***
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| * ***Vendor Management***
 | * ***Policies & Procedures***
 | * ***Inventory Management***
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| * ***Tough but Fair Negotiations***
 | * ***Strategic Planning***
 | * ***Operation Management***
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| * ***Timely completion of project***
 | * ***Leadership Qualities***
 | * ***Strong Market Research***
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## CORE COMPETENCIES

**Purchase management**

> Setting up the weekly, monthly, quarterly procurement plan as per site requirements.

> Development of alternative local sources for imported raw materials which helps in cost saving.

> Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.

>Maintain optimum inventory and implementing systems to avoid situations like Over-stocking or out-of-stock which causes production and financial losses.

> Liaison with finance department for timely payment of bills.

> Developing reports on procurement and usage of material for top management.

**MEP Contracts & Procurement**

> Responsible to award Contracts / Purchase orders of Plumbing –Fire Fighting works, Electrical works

, HVAC work, Water Features Works, Lift and Elevator Works, Online UPS and Solar Panel System, DG Set Low side work, CCTV & Security Systems, Light Automation works, Fire Suppression System, Rain Water Harvesting work of Commercial and Residential Projects according to BOQ.

> Procurement of MEP Items like DG Sets, Transformers, UPS, CCTV, Lifts, Split Air Conditioners, Water

 Heaters etc.

> Check Electrical, HVAC, Plumbing and Fire Fighting works concept reports and designs and drawings received from consultants and coordinate with internal design team.

> Prepare rate analysis for all work, discuss with technical aspects of respective work with consultants.

> Procurement of Granite and Marble Stone, Tiles, Vinyl and Wooden Flooring, Wooden Doors and

Frames, Commercial& Decorative Lights, Indoor & Outdoor Furniture’s, Rolling shutters P.O.P work,

Exterior & Interior Painting works, Glass, Sanitary ware etc.

> Procurement Bulk Materials: Cement, Steel -TMT & Structure, Aggregate, sand, Bricks, RCC, Stoneware

Pipes, Ductile Iron Pipes, M.S. Pipes, RCC Pipes, UPVC/ CPVC/ HDPE/ G.I. Pipes etc.

> Procurement of Consumable Materials: Hardware, Safety, Plywood & Pinewood, Electrical switch

 Gears, Scaffolding etc.

> Procurement of construction equipment and their spare parts like: DG Sets, Hydraulic pumps, Radial drilling machine, Weight bridges, Transit mixers, Backhoe loaders, Pick & carry cranes,, Hydra crane, Steel cutting / straightening / bending machines etc.

> To check BOQ's and estimates for the works and Check deviation statement (cost & quantity) for the material as per agreement against the actual executed material.

> Making all necessities amendments in contracts when required as per approval by design team.

> Negotiation with Contractors of difference kind of work like, Electricals, Fire Fighting, Plumbing, Exterior & Interior paining work, P.O.P. work, Water Rein Harvesting and any other kind of contractual work.

> Coordinating with different departments for any amendments and addendums and for their onward

 actions.

> Coordinating with the Accounts Payable department for the payments to different vendors against

 different types of services.

> Searching for the right Vendor for the right product according to the end user requirements.

> Preparation and Floating the Tenders / FRQ, Prepare Price & Technical Comparison after that

 Coordinating technical and commercial evaluation.

> Negotiations regarding price, delivery time period, after sales service, payment terms and other

 necessary clauses of contract.

> Preparation of contracts drafts for onward discussion with Finance Department, End user and

 contractor.

> Act as a focal point for all requisition and procurement of equipment and services for main

office and field offices;

> Collection of quotations from the suppliers, evaluation of quotations, recommendation and

preparation of purchase order.

**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.

> Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.

> Handling vendor inquiries and providing proper solutions to their queries / doubts.

 running programs to evaluate vendors based on the feedback from internal

 stake holders.

**Team Management**

> Leading, training & monitoring the performance of team members to ensure efficiency

 for meeting individual & group targets

> Creating & maintaining a healthy & learning environment while ensuring creative &

 operational development of the employees

**Stores Management**

>Maintaining the stock of material without any variance by conducting stock verification

 & documentation.

> Implementing Standard Operating Procedures within the warehouse.

> Regularizing material receipts and ensuring the fluidity of stocks from warehouse to

 stores.

**Support and Improvement**

>Always innovate to Uplift the work standards and Initiate best Practices for best Performance

 Identification of Cost saving opportunity and take initiatives of realizing the same

>Ensure compliance to Commercial Laws, Government Taxes, Audits, and Statutory

 requirements.

**PROFESSIONAL EXPERIENCE & DEVELOPMENT**

* M/S. Simplex Infrastructures Ltd is ISO 9001-200 Certified Company based in Kolkata with project all over India and Dubai, Lebia, Sudan Etc.

 **Designation:** Sr. Purchase Officer  Regional Office Delhi.

* M/s. Shapoorji Pallonji & Co. Ltd. is 150 years old ISO 9001-2000 Certified company based in Mumbai with project all over India and also in Mauritius, Oman, Abu Dhabi, Dubai, Guyana, Afghanistan, Sudan Etc.

 **Designation:** Purchase Officer  Regional Office Delhi.

**Roles and Responsibilities**

* Through knowledge of Procurement, Vendor Development, Inventory Management and Logistics.
* Awarded contracts of Stone Marble & Tiles, Electrical, Fire fighting, HVAC, Planning, Monitoring, reparation of BOQ, Estimation, Preparation of work Order according to BOQ Summary.
* Good knowledge and experience of working on ERP System under a computerized environment.
* Negotiation with vendors & evaluation of quotation both technical & commercial, make the price comparison as per ISO procedure.
* Obtain order acknowledgement from suppliers and inform planning dept. about the delivery commitments of components well in advance.
* Materials follow up for timely delivery and periodic visits to suppliers works.
* Sending quality reports to all suppliers and ensure that the corrective actions are received & followed by suppliers.
* Preparation of profit & loss reports on monthly basis.
* Follow-up with stores & account department for bill clearing as well as payments of vendors.
* Purchasing imported and indigenous raw materials, spares, consumables, opening of the L/C of Imported and Indigenous Capital goods.
* Inventory Control, Cost Reduction, assessment of Vendor Delivery Performance, vendor development.
* Well versed with Custom and Good Services Tax (GST) formalities for establishment of projects.
* Regular monitoring of the market conditions, source the materials/equipment on value for money terms and transform them in to commercial benefit to the company through negotiations and process of procurement orders.
* Planning, Ordering, scheduling of critical materials purchases and overall material Procurement for fast track construction projects.
* Raise Rate Contracts / LOI with major manufacturing companies / Agencies for construction materials.
* Well exposed to ISO standards and their implementation in purchase & procurement department.
* Handling all regional internal logistics and transportations for project mobilization

**Handling all projects in Delhi, NCR and all over india sites and responsible for procurement of Steel and Cement from vendors like SAIL, TATA, Rinl JSPL and JSW & secondary producer and cement from Ultra Tech, J.P., J.K cement, Ambuja Cement Ltd, ACC Cement Ltd etc.**

**Major Project Executed**

DLF Sky court Gurgaon (MEP & Finishing works) Nov 2014 to 30 Sep 16

Indian Institute of Management IIM, Udaipur (MEP Works) Feb 2016 to 30 Sep 16

DLF Ultima, Gurgaon Nov 2014 to 30 Sep 16

DLF Regal Garden, Gurgaon Nov 2014 to 30 Sep 16

Godrej Summit, Gurgaon (MEP & Finishing works) Nov 2014 to 30 Sep 16

Emerald Bay Puri Construction, Gurgaon (MEP& Finishing works) Nov 2014 to 30 Sep 16

NTPC Power Project, Rihand, U.P. Nov 2014 to 30 Sep 16

NTPC Power Project, Vidhayachal, M.P. Nov 2014 to 30 Sep 16

GSFC Project, Ahemdabad, Gujarat Nov 2014 to 30 Sep 16

S.P. Infocity, Gurgaon March 2008 to Dec 2009

Apollo Hospital Project, New Delhi August 2008 to March 2010

ONGC Green Project, Dehradun July 2010 to August 2013

DLF Garden City, Lucknow Feb 2013 to Oct 2013

DLF Horizon Project, Gurgaon Sep 2012 to Oct 2013

## PROFESSIONAL TRAINING:

* Advance negotiation skills.
* Fire fighting
* Effective procurement.

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**PROFESSIONAL QUALIFICATION**:

* ***Bachelor of Commerce*** Delhi University
* ***Diploma Course in Computer***  Aptech (India) Institute, Gurgaon
* ***Higher Secondary Education*** Haryana Board of Sr. Sec. Education
* ***Matriculate*** Haryana Board of Secondary Education

**ACHIEVEMENT**

* 25% profit achieved in material procurement at DLF Garden City Project, Lucknow.
* Achieved **BEST PROJECT AWARD** for the Northern Region in the year 2013.
* **Awarded a Certificate** for timely completion of ONGC Project in Dehradun in the year 2013.

## PERSONAL INFORMATION

**Date of Birth:** 1th Jan1985; **Nationality:** Indian;

**Current and preferable location**: Delhi / NCR Gurgaon region

**Language Proficiency:** English, Hindi & Punjabi, **Marital Status:** Married;

**Passport No :** F 8375820

 **References:** Available on Request