

Vikas Kumar Mishra



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Profile

To seize an opportunity and establish ambitious objectives, I aspire to contribute innovatively and secure a challenging position. Leveraging my interpersonal and professional skills to their maximum potential, I aim to foster both organizational and personal growth in this dynamic and competitive landscape. Committed to embracing challenges, I seek to bring fresh perspectives and proactive solutions, positioning myself as a valuable asset for success

Education

2009
69% | 10th
BSF Senior Secondary School (CBSE)

2011
69.4% | 12th
BSF Public School (MPBSE)

2011 – 2015 BHOPAL (M.P)
71% | B.E (Mechanical Engineer)
Malwa Institute of Technology and Management
(Rajiv Gandhi Technical University)

Work Experience

02 / 2024 – PRESENT PUNE

Dy. Manager-RCG-Procurement
Delta Global Allied Limited.

Job Responsibilities:

- Plan and execute sourcing strategies that guarantee the best costs for goods and services for the company. Effectively sharing them with the management for transparency and strategic planning.
- Identifying, evaluating, and selecting suppliers, negotiating contracts, and building strong, long-term relationships for vendor management.
- Identifying opportunities to reduce costs through negotiation, process improvements, and strategic sourcing for cost optimization.
- Creation of Master Budget Plan for the site requirements accordingly.
- Responsible for generation of MIS Reports raise for the organization.
- Responsible and manage for the creation of a monthly cashflow sheet as per priority wise and week wise disbursement against approved budget.
- Foster long-term relationships with vendors and suppliers who provide the best offers during supply chain procurement.
- Negotiate contracts and deals with sellers to promote maximum cost-savings in the sourcing and supply chain management system
- Developing detailed material delivery schedules on a monthly, quarterly, and half-yearly basis, in accordance with specifications provided by the production department and site planning.
- Supervising and mentoring purchasing staff, fostering a collaborative and high-performing team environment

12 / 2022 – 01 / 2024 NEW DELHI

Sr. Engineer Purchase
Assetmax Warehousing Pvt. Ltd.

Job Responsibilities:

- 📅 Spearheading Supply Chain Management initiatives, overseeing the comprehensive spectrum of activities. Formulating comparative statements aligned with approved requisitions, releasing Purchase Orders, and subsequently communicating with them to vendors.
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- 📅 Crafting monthly budgets based on user requirements, and Boost cost savings by analyzing market trends and technologies that promote it.
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- 📅 Exercising fiscal responsibility by adeptly controlling budgets during the procurement process to optimize resource allocation and financial efficiency.
- 📅 Deep dive into research and chalk out potential vendors and suppliers for purchase and material management.

📅 06 / 2022 – 12 / 2022 📍 ANKLESHWAR, GUJARAT

Manager Purchase

Sainath Enterprises Private Limited

Job Responsibilities:

- 📅 Managing the procurement of essential raw materials for Construction projects.
- 📅 Initiating the Request for Quotation (RFQ) process with existing vendors and actively developing relationships with alternate vendors to ensure cost advantage and uphold quality standards.
- 📅 Strategizing the procurement of daily consumables for the upcoming month, ensuring both quality and quantity align with site requirements.
- 📅 Vigilantly tracking and following up on material deliveries to ensure timely arrivals in adherence to quality standards and agreed-upon terms and conditions.
- 📅 Collaborating closely with the Planning Team to synchronize material requirements with project timelines and ensure optimal availability.

📅 05 / 2017 – 05 / 2022 📍 PUNE, INDIA

Engineer Procurement

Delta MEHCONS INDIA LIMITED

Client Engagement:

Uttar Pradesh Rajya Vidyut Utpadan Nigam Limited (UPRVUNL), Toshiba JSW Power System Private Ltd (1X660 MW Harduaganj Thermal Power Project)

Job Responsibilities:

- 📅 Ensuring the strategic and proper procurement of materials for production, construction, maintenance, including four years of spare parts and client-specific materials
- 📅 Planning the procurement of daily consumables for the upcoming month, emphasizing both quality and quantity compliance at the project site.
- 📅 Continuously observing and working with the store to maintain minimum inventory levels and safety stocks for each material.
- 📅 Implementing and managing an internal purchasing system, ensuring the success of the procurement process.
- 📅 Taking charge of addressing any rejections and replacements in consultation with vendors
- 📅 Boost cost savings by analyzing market trends and technologies that promote it
- 📅 Guarantee that the company is getting the best value for money while procuring goods and services from vendors and distributor.
- 📅 Conducting daily follow-ups with stores for Material Receipt Notes (MRN) and Goods Receipt Notes (GRN).
- 📅 Overseeing the comprehensive activities of Supply Chain Management for the project

📅 **Key Area**

- 📅 Spearheading the procurement of diverse materials, including raw materials, civil, mechanical, electrical components, and various consumables across the project spectrum.
 - 📅 Assessing and aligning company goals with practical ways to manage a department or business
 - 📅 To Manage & Coordinate with projects assigned to different departments, so having project management skills is important to monitor and coordinate a project. .
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🏆 Core Competencies

- **Material Management:** Expertise in efficiently handling the procurement, storage, and distribution of materials.
- **Budgeting:** Proficient in developing and managing budgets to optimize resource allocation.
- **Documentation:** Meticulous in maintaining accurate and Organized records and documentation.
- **Tendering:** Experienced in the process of tender preparation, evaluation, and contract award.
- **Vendor Development:** Proven ability to identify and cultivate relationships with vendors for enhanced partnerships.
- **Vendor Management:** Skillful in overseeing and optimizing Relationships with vendors to ensure mutual success.
- **Prioritizing:** Adept at prioritizing tasks and responsibilities to meet project and organizational objectives.
- **Flexibility and Adaptability:** Demonstrates adaptability in dynamic work environments and the ability to respond effectively to changing circumstances.
- **Strategic Sourcing:** Strategic approach to sourcing Materials, optimizing cost-effectiveness and quality.
- **Relationship Building:** Strong interpersonal skills for building and maintaining positive relationships with stakeholders.
- **Master Procurement Budget:** Skill in developing and managing comprehensive procurement budgets.
- **Payment Disbursement Plan:** Proficient in formulating and executing effective plans for payment disbursement.

🎨 Hobbies



Exploring distant lands



Getting lost in a good book



Capturing moments



Feeling the music



Every kind of sport

🗣️ Languages & Computer

📌 LANGUAGES

English

Hindi

📌 COMPUTER

SAP, ERP, MICROSOFT OFFICE

AUTO CAD (2d+3d) - Grade 'A'

Pro-e Solid Edge

★ Strengths

Strategic Procurement

Vendor Relationship Management

Negotiation Skills

Technical Acumen

Market Knowledge

Process Optimization

Cross-Functional Collaboration

Risk Management

Budget Management

Analytical Thinking

Contract Management

Problem-Solving

Communication Skills